



**ADMINISTRATIVE & COUNCIL SERVICES CO-ORDINATOR**  
**\$51,373.46 - \$60,099.99**

The Town of Caledon Administration Department is seeking an Administrative & Council Services Co-ordinator to offer executive support to the Chief Administrative Officer and Councillors and provide the highest level of customer service between the members of the public, government agencies and staff. This position will be accountable for the day to day operations relating to Administration and Council Services.

The successful candidate must have a University degree in Public Administration, with five (5) years progressive experience in a research/policy development capacity within a municipal or provincial environment. AMCT designation is an asset and the successful candidate will be familiar with legislation and policy impacting municipal services and administration. A high level of accuracy and demonstrated attention to detail is a must. You will have an appreciation and understanding of the treatment of confidential matters and must be proficient in all Microsoft Office software.

Interested qualified persons should apply in writing, no later than Tuesday, December 1<sup>st</sup>, 2009 to:

Human Resources  
TOWN OF CALEDON  
6311 Old Church Road  
Caledon, Ontario  
L7C 1J6

Or by Fax 905-584-4542

Or by E-Mail [hr@caledon.ca](mailto:hr@caledon.ca) (Word Document only)

We thank all applicants and advise that only those selected for an interview will be contacted and will participate in position specific skill testing to qualify for a formal interview.