

EMPLOYMENT OPPORTUNITY



Municipal Clerk -Treasurer

The United Townships of Head, Clara and Maria is located on the westernmost border of Renfrew County, in the Ottawa Valley.

The Municipality is seeking applications from experienced, qualified persons for the position of Municipal Clerk-Treasurer. This vacancy is a temporary position, intended to cover a maternity leave for up to a 20 month period.

Reporting to Council, the Clerk-Treasurer is responsible for executing the statutory duties of municipal Clerk and municipal Treasurer required by the Municipal Act and other legislation in order to:

Implement Council's decisions, and establish administrative practices and procedures to carry out Council's decisions;

Undertake research and provide advice to Council on the policies and programs of the municipality;

Manage and carry out the administration of the municipal office to conduct the daily business of the municipality; and

Carry out other duties required under the Municipal Act or any Act and other duties assigned by Council.

The ideal candidate will possess the following qualifications and experience:

- Post-Secondary education in Business, Public Administration and/or Finance
- Formal education in Municipal Accounting and Finance and Municipal Administration
- Knowledge and understanding of financial information systems, payroll processes, municipal financial reporting, municipal taxation, and the budgetary process
- Knowledge of Windows operating systems and Microsoft Office
- Experience in a municipal setting
- Excellent oral and written communication skills and strong interpersonal skills to deal effectively with elected officials, external stakeholders, the public and all levels of the organization
- Working knowledge of municipal legislation and regulations
- Strong management, leadership and organizational skills and demonstrated ability to manage multiple technically complex and challenging projects and conflicting priorities

For a complete job description, visit our website: www.townshipsofheadclaramaria.ca. Salary for the position ranges from \$62,153-77,714 based on a 35 hour work week (dependent on education and experience).

Interested candidates are invited to submit a cover letter and resume clearly marked "Municipal Clerk-Treasurer Vacancy" prior to 12:00 pm, Friday December 20, 2019 to the attention of:

Crystal Fischer
Clerk-Treasurer
The United Townships of Head, Clara and Maria
15 Township Hall Road
Stonecliffe ON K0J 2K0

Or email: crystal@headclaramaria.ca with subject line clearly stating "Municipal Clerk-Treasurer Vacancy".

The United Townships of Head, Clara and Maria is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.