

Clerk



The Municipality of Northern Bruce Peninsula has a permanent population of over 4,000. That number swells during the summer as people arrive looking to escape the city and enjoy beautiful Northern Bruce Peninsula.

The Municipality is currently seeking a **full-time, permanent Clerk, due to an upcoming retirement**. The successful candidate will be reporting to the Chief Administrative Officer. This position will have the ability to have a flexible work arrangement.

Why join our team?

- Competitive remuneration package;
 - Annual salary range: \$104,559 to \$130,689
- Our municipality values a work life balance;
- Your family will enjoy a slower, richer pace of life;
- Be steps away from a national park;
- Easily access and explore Bruce trails; and
- Live in a community where you can enjoy outdoor activities, in all four seasons.

As our Clerk, you will:

- **Leadership**
 - Participates as a member of the leadership team, working collaboratively with other departments to effectively and efficiently implement and execute work plans.
 - Provides strategic oversight and long-term visioning for departmental and corporate objectives in addition to acting as a member of the senior management team.
 - Works in conjunction with the CAO to review the status of goals, objectives, and priorities of the department and Municipality.
- **Operational and Administrative**
 - Carries out all duties of the Municipal Clerk as set out in the Municipal Act.
 - Prepares a variety of reports, letters, and memorandums for the Department.
 - Attends Council, Committee and other meetings, as required.
 - Acts as Registrar under the Vital Statistics Act.
 - Acts as a resource person to Council, advising on Council procedures and the duties and responsibilities of Council members.
 - Develops policies and procedures related to the responsibilities of the position and assists the Council and the CAO in developing Municipal policies and procedures.
 - Oversight of a Records & Information Management program including active and inactive storage of records, electronic records, archival and library material and ensure all corporate records are retained or destroyed in accordance with Municipal By-laws.

You have:

- Post Secondary education in Public Administration, Political Science, Law, Business Administration or a related field.
- Five years of experience within a Municipal Clerk's department with a minimum of two years of experience in a supervisory and/or management level experience.

- Thorough working knowledge of municipal legislation/regulations including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, and other legislation.
- Ability to provide functional advice to all Municipal staff with regard to Council decisions and provides advice and recommendations to Council, staff, and the public regarding legislation, policies, and procedures.
- Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Municipality.
- Excellent computer skills, including knowledge of agenda and minute preparation software, Microsoft Office software and other related software packages.
- Excellent verbal and written communication skills to prepare reports, presentations to Council and provide policy advice.
- Valid Ontario Driver's Licence.

A full job description can be found at www.northbrucepeninsula.ca

To Apply

If you are interested in a challenging position at a great municipality, please submit a **resume** in confidence via email by **January 27, 2025 at noon:**

Ward & Uptigrove HR Solutions
Attention: Tonya Wilson
Email: HRresults@w-u.on.ca



No phone calls please. We thank all applicants for their interest; however only those candidates selected for an interview will be contacted. Various background checks will be performed on the successful candidate. We are dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. If accommodation is required during the selection or interview process it will be available upon request. This job posting is available in an accessible format upon request.