



## EXTERNAL/INTERNAL JOB POSTING Admin 21-07

### ADMINISTRATION

### MUNICIPAL CLERK

Date Posted: November 3, 2021

Job Type: Full Time, Permanent

Current Job Description Applies

#### GENERAL

The Municipality of Greenstone is seeking a highly motivated individual who demonstrates strong leadership qualities, integrity, good communication and organizational skills to fill the position of Municipal Clerk.

The primary role of the Municipal Clerk is to perform the statutory duties assigned to the position by the Municipal Act, other related Acts and Regulations and Municipal Council.

Duties for Municipal Council include recording and maintaining records of all resolutions, decisions, by-laws and other proceedings of Council and Committees, as well as overseeing a broad range of responsibilities related to the function of Municipal Council.

Further responsibilities include Freedom of Information administration, Division Registrar and Returning Officer for Municipal Elections.

#### QUALIFICATIONS

- AMCT designation, or ability to acquire same,
- Minimum Grade 12, post-secondary education with diploma or degree preferred,
- Minimum 5 years directly related experience in the Municipal Clerk's office or within the Municipal Government related setting,
- Superior management, analytical and interpersonal skills,
- Strong public relations skills,
- Thorough knowledge of the Municipal Act together with related legislation and regulations,
- Knowledge of municipal government and producing records of Council proceedings and correspondence,
- Excellent computer and word processing skills,
- Experience in preparing Council motions and by-laws,
- Competency in records management,
- Excellent oral and written skills,
- Excellent analytical, judgement, organizational, interpersonal and communication skills,
- Availability and flexibility to attend evening meetings,
- Experience in working with municipal council's parliamentary procedure,
- Bilingualism an asset.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.



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#### REPORTING RELATIONSHIP:

The Municipal Clerk reports to the Chief Administrative Officer.

#### HOURS OF WORK

- Required to work 7 hours/day, 35 hours/week,
- Required to attend Council meetings
- May have to travel to locations within the municipality.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 pm, Thursday, December 9, 2021 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
1800 Main St., Box 70  
Geraldton, ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)

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