



MUNICIPALITY OF TEMAGAMI

MUNICIPAL CLERK

The Municipality of Temagami is seeking to fill the full-time position of Municipal Clerk.

Reporting to the Treasurer/Administrator, the Municipal Clerk is responsible for a wide range of legislative and customer-oriented services.

Preferred Education and Experience:

- Completion of post-secondary studies in Public Administration or similar discipline.
- CMO Designation or willingness to obtain.
- Three years working in a Municipal Office with progressive responsibility.
- Working knowledge of municipal functions within legislation such as the Municipal Act, MFIPPA, Planning Act, etc.
- Effective communication skills, both oral and written.
- Working knowledge of MS Office Suite of Programs and describe meeting management software.
- High level of critical and logical thinking, analysis, and reasoning to identify underlying principles, reasons or facts.
- Good organizational, time management and prioritizing skills.
- Ability to interpret and implement municipal policies and procedures.
- High level of personal integrity.
- Strong work ethic.
- Self-starter.
- Must possess a clean Criminal Record Check.

Other qualifications and requirements are detailed in a full copy of the job description available for viewing on the Municipality's website. The Municipality of Temagami is an equal opportunity employer and offers a comprehensive benefit package. Salary commensurate with experience.

Qualified candidates are invited to submit a detailed resume **no later than 4:00 p.m. on Monday, February 6, 2023** to:

Sabrina Pandolfo, Deputy Treasurer
Municipality of Temagami
7 Lakeshore Drive, P.O. Box 220, Temagami, Ontario, P0H 2H0
Phone (705) 569-3421 Ext. 207; Fax (705) 569-2834
Email: projects@temagami.ca

We thank all who apply, but only those applicants selected for an interview will be acknowledged. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

The Municipality of Temagami is an equal opportunity employer. Accommodation shall be provided for applicants with disabilities upon request in accordance with the Accessibility for Ontarians with Disabilities Act, 2005