

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
JOB OPPORTUNITY  
MUNICIPAL CLERK  
FILE #: 2019-1**

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The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Municipal Clerk**. Reporting directly to the Director of Corporate Services, the Municipal Clerk provides expertise and leadership in carrying out the statutory duties of the Clerk as set out in the Municipal Act, 2001 and other related legislation. The Clerk is responsible for the general management of the Clerk's Department in providing quality service to the Council, the administrative organization and the public in functional areas to include but not limited to; records management, council and committee services, by-law coordination, communications, licensing and vital statistics.

The ideal candidate will possess the following qualifications:

- Diploma in public administration, business or related field or equivalent combination of education and experience
- C.M.O. or A.M.C.T. designation is preferred
- A minimum of 5 years senior management experience; preferably in the Clerk's Department of a municipality
- Experience in conducting municipal/school board elections preferred
- Experience in municipal records management legislation, programs and procedures
- Strong written and verbal communications and presentation skills
- Excellent customer service skills
- Extensive knowledge of *Municipal Act*, *Municipal Elections Act*, MFIPPA, and other relevant legislation
- Ability to interpret complex legislation and regulations
- Experience in leadership and supervision
- Experience managing a departmental budget
- Proficiency in Microsoft Office applications, data management and other related database applications
- Strong time management/project management skills and the ability to manage competing priorities
- Broad knowledge of municipal and operation, issues, policies and procedures
- Ability to function with tact/discretion in a political environment and use good judgement at all times

The current annual salary range for this permanent full-time position is \$85,245 to \$103,579 as per Band 7 of the Non-Union By-Law. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your application prior to **4:00pm on Friday February 15, 2019** to [careers@pecounty.on.ca](mailto:careers@pecounty.on.ca).

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.