

THE TOWNSHIP OF WOLLASTON
FULL TIME EMPLOYMENT OPPORTUNITY
CLERK / ADMINISTRATOR

A job vacancy has been created as a result of an organizational restructuring.

The Township of Wollaston is a rural municipality with a population of 670, located in the northern part of Hastings County, neighboring the Township of Limerick and Township of Faraday, and strategically located 1 hour north of Belleville, 1 hour northeast of Peterborough and 3 hours from Toronto and Ottawa.

Reporting to Council, the successful candidate will be responsible for the daily administration of the Municipal Office. This position entails a wide variety of functions, including the statutory and advisory duties of the Municipal Clerk, in accordance with The Municipal Act and other relevant legislation; coordination of Council functions; conduct of Municipal Elections; by-law preparation; report writing, record keeping, coordination of Freedom of Information requests, staff training, development and supervision.

As a self-motivated professional, you are a leader who respects the value of public participation and possess the ability to work effectively with elected officials, employees and external stakeholders. You will provide effective leadership to the management and staff and will ensure that projects and initiatives move forward in a timely manner.

Candidates must have municipal experience, with 5 years working at a senior level. The successful applicant will have superior organizational, leadership, analytical and time management skills along with good interpersonal, oral and written communication skills. Attendance at evening meetings and some weekend functions is required and applicants are required to hold a valid Class G Driver's Licence.

The Municipality offers a competitive benefit package. Salary to be negotiated based on qualifications.

To be considered for this challenging opportunity, please mail, fax or email your confidential resume, clearly marked "Job Application / Clerk/Administrator", no later than 1:00 p.m. January 15, 2020, to:

Brenda Vader, AMCT
Clerk
Township of Wollaston
Box 99
90 Wollaston Lake Road
Coe Hill, ON K0L 1P0
Fax: (613) 337-5789
Email: clerk@wollaston.ca

We thank all those persons who apply, but only those applicants 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 purpose of candidate selection.