



Clerk – Full Time Permanent

The Township of Stirling-Rawdon is a lower tier municipality in Hastings County, Ontario. With a population of 5,000, this friendly community is only 15 minutes north of Belleville and directly north of Quinte West.

The Township is seeking qualified applicants for the position of Clerk which is a key member of the Senior Management Team. Reporting to the Chief Administrative Officer (CAO), the Township's Clerk provides administrative and legislative support to Council and staff and serves as a statutory officer under the *Municipal Act* and other applicable legislation.

The position oversees Council and Committee administration, corporate records management, licensing, vital statistics, elections, real estate transactions, and related legislative services. The Clerk ensures that departmental operations comply with Township policies and by-laws, supporting transparency, accountability, accessibility, and good governance across the organization.

The preferred candidate will have:

- Post-secondary education in Public Administration, Political Science, Law, or a related field
- Completed the Municipal Administration Program (MAP), Municipal Law Program, or Diploma in Municipal Administration (DMA) through AMCTO, or equivalent combination of education and experience. The
- Five (5) to seven (7) years of progressive municipal experience, within Clerk's or Legislative Services.
- Demonstrated experience with municipal elections, by-law and policy development, Council and Committee governance, and records management.
- Knowledge of and experience with MFIPPA, AODA, and related municipal legislation.

Wages \$84,065 - \$104,904

Location: 2529 Stirling Marmora Rd, Stirling, ON

To apply please submit your resume and a cover letter by October 27, 2025 to hr@stirling-rawdon.com. A detailed Job description is provided on the Township's website www.stirling-rawdon.com.

Eligibility Statement

All candidates must:

- be legally able to work in Canada.
- be able to provide acceptable criminal records background check (CPIC).

Equity Statement

In accordance with the Accessibility for Ontarians with Disabilities Act, Stirling-Rawdon Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Clerk at clerk@stirling-rawdon.com or 613-395-3380 ext. 2234 if you require accommodation.