



Municipal Clerk

The Township of Stirling-Rawdon is located in Hastings County and has a population of 5000 and approximately 2200 households. We are seeking applications to hire a full-time Clerk (35 hours per week) with preferably ten (10) years experience in an administrative capacity in Public Administration or Municipal Government.

Experience working with elected officials and supervision of staff would be preferred. Must have excellent written and verbal communication skills and extensive knowledge of the Municipal Act and other relevant legislation.

The Clerk is responsible for the administration of all by-laws, resolutions, and general filing activities and for the control of all written material in accordance with the provincial legislation and the policies established by Council. The Clerk is also responsible for the planning functions within the municipality in conjunction with the CAO/Treasurer.

The position has a salary range of \$75,038 to \$93,639 and includes group benefits and pension.

Please forward your resume and cover letter by e-mail to the undersigned by Tuesday, March 31st, 2020 at 1:00 pm.

Roxanne Hearn, AMCT
CAO-Treasurer
Township of Stirling-Rawdon
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