



Town of Iroquois Falls Employment Opportunity Clerk

Reporting to the Chief Administrative Officer, the successful candidate will be a member of the Senior Management Team, with the responsibility for the legislative services of the Corporation. The Clerk will advise the Mayor and Council, the Chief Administrative Officer, and the Senior Management Team regarding procedural requirements, and is bound by the obligations set forth by provincial legislation and Town policy.

The ideal applicant should possess the following education and work experience:

- Diploma/degree in Business, Political Science, Public Administration or related discipline.
- Certified Municipal Officer (CMO) designation or Diploma in Municipal Management (Dipl.M.M.) designation, or willingness to obtain.
- Full membership with AMCTO.
- Minimum 5 years of experience in a municipal environment.
- Thorough knowledge of the Municipal Act, and other relevant legislation.
- Superior communication skills.
- Relevant experience in municipal elections.
- Proficiency in Microsoft 365 Office Suite.
- Experience with iCompass Software, Vadim-iCity Software, and Stone Orchard Software, will be considered an asset.

The Town of Iroquois Falls offers a comprehensive compensation and benefit package commensurate with experience. Please visit our website at www.iroquoisfalls.com to view the full job description for the position.

Qualified candidates are invited to submit a detailed résumé, along with a covering letter stating the position you are applying for, **by 4 pm on Thursday, September 2nd, 2021, via email: hr@iroquoisfalls.com.**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.