



# Employment Opportunity

## **Manager of Legislative Services/Clerk**

The Township of Essa is a dynamic and growing municipality with a current population of approximately 24,000, with a mix of rural and urban amenities, located in the heart of the County of Simcoe and southwest of the City of Barrie. The Township is currently seeking a Manager of Legislative Services/Clerk.

Reporting to the Chief Administrative Officer (CAO), the Municipal Clerk is responsible for fulfilling statutory duties under the *Municipal Act*, 2001, *Municipal Elections Act*, *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and other applicable legislation. Key responsibilities include the provision of support to Council, executing the statutory duties of Municipal Clerk, municipal elections, overseeing records management, Council/Committee meeting coordination, Vital Statistics, licensing, freedom of information requests, and serves as Returning Officer for Municipal Elections.

### **The ideal candidate will have the following minimum qualifications:**

- Minimum 5 years of progressive municipal experience, preferably in a senior management and/or supervisory level.
- Successful completion of the Municipal Administration Program and/or combination of other courses as sponsored by AMCTO (AMCT or CMO designation, or eligibility for same).
- Excellent management, communication, organization, analytical, problem solving, leadership, time management, financial management and strategic planning.
- Manage and coordinate all aspects of municipal elections in accordance with legislation.
- Solid understanding and knowledge of the *Municipal Act*, *Elections Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and other applicable municipal legislation.
- Advanced computer skills, proficient in Information Technology as well as TOMRIMS records management system.
- Serve as Returning Officer for Municipal Elections and the Freedom of Information (FOI) Coordinator and Head under MFIPPA.
- Oversee vital statistics, commissioning of oaths, and municipal licensing programs.
- Administer declarations of pecuniary interest, code of conduct requirements, and integrity commissioner coordination
- Professional integrity, confidence, credibility and trustworthiness.
- The ability to work flexible hours, which may include evenings and weekends for Council meetings.

This is a full-time position, which involves 35 hours per week (does require work outside of regular office hours). Salary range is **\$107,994.54 - \$145,739.00** (2025 rates). The Township of Essa offers excellent benefits and a competitive compensation package.

Qualified candidates are invited to submit their covering letter/resume, via email, by **4:00 pm, August 25, 2025:**

### **Municipal Clerk Recruitment**

Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0

[essahr@essatownship.on.ca](mailto:essahr@essatownship.on.ca)

The Township of Essa is an equal opportunity employer. Accommodations will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.