



CLERK-TREASURER

The Township of Limerick is in the heart of cottage country and is located 20 kilometres south of Bancroft. We are home to both full time and seasonal residents.

Reporting directly to Council, the Clerk-Treasurer carries out all statutory duties of the position under the *Municipal Act* and other legislation and administer polices, programs, and services established by Council within an approved budget. The Clerk-Treasurer provides effective leadership to all Township staff supported by a team that includes the Public Works Supervisor, Deputy Clerk-Treasurer, Fire Chief, and Chief Building Official.

You will be assisted in your transition to the role by the current Acting Clerk-Treasurer and a supportive Mayor and Council.

The ideal candidate will possess the following key qualifications:

- Post-secondary education or training in business, accounting, or finance, combined with several years of related administrative/financial experience, preferably in a municipal setting, or an equivalent combination of education, training, and experience.
- Thorough knowledge of municipal administration and a general knowledge of all municipal operations including public works, recreation, and planning.
- Excellent leadership and supervisory ability. Initiative and reliability.
- Excellent interpersonal, communication, and customer service skills to work collaboratively with residents, businesses, government officials, municipal counterparts, and Council. Ability to write and present comprehensive reports.
- Demonstrated analytical, problem solving, organizational, and management skills.
- Ability to use office and financial management software.
- Successful completion of or willingness to complete the AMCTO Ontario Municipal Administration Program and Municipal Tax Administration Program within the first four years of employment, (funded by the Township).
- Must be bondable, possess a Class G Driver's licence, and present and maintain a satisfactory vulnerable sector police check as a condition of employment.

The salary range for the position is \$68,000 to \$80,000 per year for 32 to 37 hours and 4 or 5 days per week onsite depending on a mutually agreeable work schedule and your qualifications. The Township offers a comprehensive benefits package including the OMERS pension plan.

Please email, in confidence, a cover letter and detailed résumé before September 28, 2020 at 4:00 pm to: clerk@township.limerick.on.ca quoting "Competition No, 02-20" in the subject line of your email. All applications will be acknowledged by email.

In accordance with MFIPA legislation, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of job selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.