



Invites applications for the position of

MANAGER OF LEGISLATIVE SERVICES/MUNICIPAL CLERK

The Corporation of the Town of Greater Napanee is an urban/rural municipality with a population of approximately 16,000 located on the north shore of Lake Ontario. With access on Highway 401, the community is halfway between Toronto and Montreal.

Reporting to the General Manager of Community & Corporate Services, this position performs statutory duties as defined in the Municipal Act and other Acts of the Legislature. Responsibilities include, but are not limited to: co-ordination of agendas, attendance at Council and appropriate Committee meetings, recording of minutes and preparation of by-laws, management of municipal elections, records management, licensing, and Bylaw Enforcement. Also responsible for the administration of Municipal Freedom of Information and Protection of Privacy Act requests or complaints to the Ombudsman or Integrity Commissioner.

The ideal candidate will have a combination of post-secondary education in a related field and five years progressive experience in an administrative environment. It would be an asset to have graduated from the Municipal Management Diploma Program or hold a current CMO or AOMC designation.

The candidate must have the ability to work effectively with members of Council, staff, municipal officials and the public, and must have excellent administrative, report writing, computer and communication skills.

Salary Range: \$82,646 - \$91,820/year based on 35 hours/week

Interested applicants are requested to forward a detailed resume and cover letter marked Confidential File #10-2021 by noon March 31, 2021 to:

hr@greaternapanee.com or
Town of Greater Napanee
Attn: File #10-2021-Manager of Legislative Services/Municipal Clerk
124 John St., P.O. Box 97
Napanee, ON K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted by Pesce & Associates. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.