



CLERK-TREASURER

The Township of Faraday is a rural municipality with a population of 1612, located in the northern part of Hastings County, neighbouring the Town of Bancroft, and located 1 hour north of Belleville, 1 hour northeast of Peterborough and 3 hours from Toronto and Ottawa.

Reporting directly to Council, the Clerk-Treasurer is responsible for the daily administration of the Municipal Office and carries out all statutory duties of the position under the *Municipal Act* and other legislation and administers policies, 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 Road Superintendent, Deputy Clerk-Treasurer, Fire Chief, and Chief Building Official.

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.
- Minimum of five (5) years experience in a senior management position preferably in the Clerk/Treasurer area of a municipality.
- 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 \$65,000-\$95,000 per year for 32 to 35 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 resume before June 1, 2023 at 4:00 p.m. to: clerk@faraday.ca quoting "Application for Clerk-Treasurer" in the subject line of your email. All applications will be acknowledged by email.

In accordance with MFIPPA 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.