



## Employment Opportunity

### Clerk

The Municipality of Huron East is a progressive and growing municipality of approximately 10,000 residents. Located in beautiful Huron County, Huron East is a blend of vibrant urban areas, rural communities, and productive farm land. Located 30 minutes west of Stratford and one hour north of London, Huron East provides an impressive level of services and opportunities for our residents.

The Municipality of Huron East is seeking a motivated and dedicated individual for the position of Clerk. This position is a key member of the Senior Management Team, responsible for performing all statutory duties of the Clerk in accordance with the Municipal Act and other legislation. Additional responsibilities also include record management, communications, property standards and by-law enforcement, administration of municipal drains, administration of land use planning applications, and acting as the Returning Officer for municipal elections.

The ideal applicant should possess a post-secondary education in Public or Business Administration, a CMO designation or equivalent, as well as three to five years of progressive management experience, preferably in a municipal environment, and thorough knowledge of the *Municipal Act* and other relevant legislation and superior communication skills. The candidate will also be required to have relevant experience in municipal elections.

Interested individuals should submit their resume by September 17, 2021 to Mr. Brad McRoberts, MPA, P. Eng., Municipality of Huron East, Box 610, Seaforth, Ontario, N0K 1W0 or by e-mail to [cao@huroneast.com](mailto:cao@huroneast.com).

The salary range for this position is \$89,300 to \$103,500 per year and the Municipality of Huron East offers an excellent benefits package.

A complete job description is available by visiting the Huron East website <https://www.huroneast.com/en/town-hall/employment-and-volunteering.aspx>.

We thank all who apply, however, only those candidates selected for an interview will be contacted.