



**Municipal Clerk**  
**Municipality of North Grenville**  
**POSTING #: CAO-2025-001**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination. Alternatively, for a more leisure journey, North Grenville offers the historic Rideau River managed by Parks Canada.

**Application:**

The Municipality of North Grenville is seeking to fill the full-time position of Municipal Clerk. Interested applicants may submit a cover letter and resume outlining qualifications in confidence to Human Resources by 4 PM, Friday, March 14<sup>th</sup>, 2025.

**Please quote "CAO-2025-001".**

Email: [hr@northgrenville.on.ca](mailto:hr@northgrenville.on.ca)  
Mail: Municipality of North Grenville  
285 County Road 44, P.O. Box 130  
Kemptville, ON K0G 1J0

**Responsibilities:**

Reporting to the Chief Administrative Officer, the Municipal Clerk is the statutory officer appointed by Council to carry out numerous responsibilities pursuant to Provincial legislation. The position acts as the Corporation's Signing Officer and ensures all documents are executed in accordance with Council decisions. The Municipal Clerk is the Chief Returning Officer for the conduct of municipal and school board elections and is designated as the official record keeper of the Corporation managing all information that the Municipality receives and issues along with ensuring compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Municipal Clerk manages all activities of the Division including all statutory and municipal policies and procedures under the jurisdiction of the Department. The position is also responsible to ensure compliance with Accessibility for Ontarians with Disabilities Act (AODA).

## **Qualifications:**

### Essential (minimum) Qualifications:

- Post-secondary degree or equivalent in a related discipline.
- Valid and satisfactory Police Records Check with Vulnerable Persons Search.
- Valid Class “G” driver’s license (minimum), or equivalent and drivers abstract in good standing.

### Asset (preferred) Qualifications:

- An Association of Municipal Clerks and Treasurers Ontario (A.M.C.T.O.), an Accredited Ontario Municipal Clerk designation (A.O.M.C), a Municipal Clerk Institute (M.C.I) certification, interest in attaining a Certified Municipal Officer (CMO) designation.
- Strong knowledge of municipal policies, procedures, applicable legislation and regulations, relevant industry standards, by-laws, and acts (municipal, provincial, and federal).
- Experience with meeting management software such as eScribe.
- Knowledge of The Ontario Municipal Records Management System (TOMRMS) and records management software such as FileHold.
- Computer literacy in a Microsoft environment and demonstrated experience with database management software considered an asset.
- Excellent interpersonal and oral and written communication skills.
- Strong organizational and time management skills.
- Ability to multitask and prioritize daily workload.
- Attention to detail and the ability to work independently.
- Ability to coach, motivate, and develop employees.
- Demonstrated experience in the administration of legislative requirements and policies and procedures.
- Involvement in administration as a Returning Officer in municipal elections. Familiar with computer applications with respect to electronic records management, elections, and property data bases.
- Established supervisory skills, communications and interpersonal skills speaking in a public forum.
- Working knowledge of Emergency Management functions considered an asset.

## **WORK EXPERIENCE:**

### Essential (minimum) Qualifications:

- Minimum of four (4) years’ experience in a Municipal Clerk or related role.

### **Position Description:**

- Implement municipal policy and requirements under Provincial legislation as it pertains to the Division and the statutory functions of the role.
- Oversee the preparation and distribution of all Council meeting information and related

correspondence, both internal and external.

- Support staff in the implementation of Advisory Committee operations.
- Provide administrative support for the Police Services Board, Accessibility Advisory Committee, and other committees as required.
- Oversee the Corporation's records management program for corporate records storage, retention, destruction, and retrieval. Responsible for safekeeping all official records and documents while ensuring that the corporate records are indexed and available for public access in accordance with various Provincial statutes such as the Municipal Act and MFIPPA
- Be responsible for administration and implementation of the municipal and school board election, managing election budget and responding to candidate inquiries interpreting legislation where necessary.
- Be responsible for Municipal Licensing and Lotteries, and all applicable policies and by-laws.
- Manage vital statistics.
- Oversee the administrative operation of the Kemptville Cemetery.
- Provide advice and interpretation to the public on Council actions, by-laws, policies and procedures, and Provincial statutes.
- Work collaboratively across the organization and with external agencies, other levels of government, and community stakeholders related to divisional programs and services.
- Provide timely, accurate information to Council, Chief Administrative Officer, and Senior Management.
- Act as the Signing Officer for Municipality. As Statutory Officer, sign by-laws, contracts, deeds, transfers, leases, and other legal documents, and receive claims against the Municipality.
- Provide technical advice on rules of procedure in the course of Council and committee deliberations advising the Mayor, members of Council, and advisory committees.
- Be the Commissioner of Oaths for the swearing of affidavits for both internal and external documents.
- Provide input on the annual departmental work plan and budget related to the Clerk's Division. Oversee implementation of the division's work plan to achieve goals and report on progress.
- Ensure and maintain confidentiality, as required.
- Performs other duties relevant to the position as assigned.

## **Working Conditions**

- Based on a thirty-five (35) hour work week, requiring a flexible work schedule to accommodate Council meetings including evenings and/or weekends.
- Attend meetings and training as required.
- Some travel involved outside of the Municipality for meetings, conferences, and training as required.

## **Compensation:**

- The salary for this position is \$77,587 - \$97,006 annually (2024 pay grid). Salary will be adjusted in accordance with the 2025 COLA adjustment as per the Council budget approval process

- Based on a 35-hour work week. Regular office hours are Monday to Friday 8:30 am to 4:30 pm

The preferred candidate must provide the Municipality with a criminal background check prior to any employment offer.

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

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.