

Clerk/Treasurer

Employer: Township of Plummer Additional

Posted: 2 months ago

ES Job ID: 4597

Sector(s): Office & Administration, Accounting

Closing Date: March 31, 2024

Location: Bruce Mines

Duration: Full Time

Job Description:

Clerk/Treasurer (Permanent & full-time)

Remuneration: Commensurate with experience, skills, and qualifications. This position comes with a OMERS Pension Plan and 100% paid health/dental benefits by the employer.

The Township of Plummer Additional is seeking a highly motivated and innovative person to fill the position of Clerk-Treasurer (CT). Reporting directly to the Township's Council, the CT shall perform the statutory duties of both the Clerk and Treasurer under the provisions of the Municipal Act and other related statutes. The CT will also be responsible for ensuring all legislative requirements and principles of sound financial management are met by the Township and local boards.

The Clerk/Treasurer provides leadership and oversees the efficient operation of the municipality's administration and overall operations in accordance with all municipal legislation/regulations and Plummer Additional's by-laws, policies, and plans. The Clerk/Treasurer administers and attends all regular and special meetings with Council in addition to representing the Township at local meetings with other municipal governments as directed by Council.

For a complete job description, please visit our municipal website @ www.plummertownship.ca.

Required Skills:

Minimum Qualifications:

- A post-secondary degree or diploma, preferably in public administration, accounting, or a related field.
- Three years of direct management experience is required, generally in a field which provides broad familiarity with municipal operations.
- Comprehensive knowledge of management practices and principles, municipal operations, related regulations, occupational health and safety, and applicable legislation.
- Experience in business management, planning, budgeting, finance, and human resource management.

Requirements:

Skills and Abilities:

- Demonstrated strong leadership and organizational skills
- Excellent networking and interpersonal skills to interact with Council, Committees, senior government officials, management staff, and members of the public.
- Self-control, flexible thinking, emotional regulation, self-awareness, self-monitoring, and ability for growth
- Excellent problem solving, analytical/critical thinking, conflict management abilities, decision making, and negotiation skills in a complex environment.
- Excellent time management, planning and prioritizing skills to organize and prioritize work to meet deadlines.
- Ability to make decisions and identify plans and policies related to the efficient delivery of services and the overall financial well-being of the municipality.
- Working knowledge of municipal finance and treasury duties as well as the ability to communicate that



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knowledge to Council, citizens, and government agencies.

- Excellent computer, verbal, written and formal presentation skills.

How to Apply:

Please submit your resume and cover letter by e-mail or physical mail to:

C/O Lars Moffatt Township of Plummer Additional

38 Railway Cres., RR#2

Bruce Mines ON P0R 1C0

lmoffatt@plummertownship.ca

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to inform of any accommodating requests. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

SAULT STE. MARIE

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705.945.0705

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BLIND RIVER

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