



The City of Pembroke Administration Department is currently seeking a **Full-Time Municipal Clerk** to join their team.

### **About Us**

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at [www.pembroke.ca](http://www.pembroke.ca)

### **Position Summary:**

The Municipal Clerk is to execute the statutory and advisory duties as provided in the Municipal Act as well as perform a wide variety of functions. In addition, the Clerk provides procedural advice/guidance/interpretation to the Council, the public, and various statutory bodies on procedural matters and legislative requirements. This position is also responsible for ensuring compliance with Accessibility for Ontarians with Disabilities Act (AODA).

### **Qualifications:**

- Post-secondary degree or diploma in Business, Public or Office Administration\*;
- Minimum of three (3) years relevant administrative experience at a senior level, preferably in a municipal setting;
- Successful completion of the AOMC designation and/or CMO designation or willing to obtain;
- Successful completion of the Basic Emergency Management Course as offered by EMO would be an asset.

\*A combination of post-secondary education in public administration/business administration and practical experience may be considered.

### **Hours of work:**

35 hours/week (8:00 AM to 4:00 PM) Monday to Friday with occasional overtime.

### **Salary and Benefits:**

- \$75,595.52 to \$94,494.40 annually.
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension , including 100-per-cent employer matching.
- Professional development and skill-based training opportunities
- Employee and Family Assistance Plan.



Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on Tuesday April 10<sup>th</sup>, 2024.

Arin Crinnion - Human Resources Coordinator  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [Human Resources](#)  
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.  
Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.



City of Pembroke  
Administration Department

TITLE:	<b>Municipal Clerk</b>
DEPARTMENT:	<b>Administration</b>
REPORTS TO:	<b>Chief Administrative Officer</b>

**Position Summary:**

To execute the statutory and advisory duties of the Municipal Clerk as provided in the Municipal Act as well as perform a wide variety of functions. In addition, the Clerk provides procedural advice/guidance/interpretation to Council, the public, and various statutory bodies on procedural matters and legislative requirements.

**Education/Qualifications/Experience:**

1. Post-secondary degree or diploma in Business, Public or Office Administration\*;
2. Minimum of three (3) years relevant administrative experience at a senior level, preferably in a municipal setting;
3. Successful completion of the AOMC designation and/or CMO designation or willing to obtain;
4. Successful completion of the Basic Emergency Management Course as offered by EMO would be an asset.

\*A combination of post secondary education in public administration/business administration and practical experience may be considered.

**Skills and Abilities:**

1. Detailed knowledge of legislation, regulations, policies and procedures that impact municipal government operations (Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Municipal Conflict of Interest Act, Marriage Act, Ontarians with Disabilities Act);
2. Municipal election experience required;
3. Demonstrated ability to be a team player with effective oral, written and interpersonal communication skills to ensure effective working relationships with Council, employees and the general public;
4. Excellent computer skills with the capacity to promptly learn new computer software programs relevant to the proper management of the municipality.



### **General Scope of Duties:**

1. Responsible for communication of statutory authority, requirements and guidelines to Council to ensure Council's actions and municipal undertakings are in compliance therewith.
2. Attends Council and Committee meetings and accurately records the minutes of procedures and resulting decisions.
3. Responsible for the preparation and distribution of agendas, minutes of meetings and general correspondence arising from these minutes.
4. Prepares and presents reports to Council as required; prepares or directs the preparation of by-laws, agreements and motions for Council approval.
5. Implements directives, policies, and decisions of Council; works with the CAO in the implementation of said policies and for coordination and consistency throughout departments.
6. Fulfills the duties of the Returning Officer for municipal elections, and is responsible for all aspects of conducting the municipal election and any by-elections.
7. Acts as *Freedom of Information and Protection of Privacy Act* Head; directs and is responsible for adherence to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and coordinates, reviews and responds to requests for information under the legislation.
8. Responsible for City records management including effective retention, filing and retrieval system.
9. Serves as Commissioner of Oaths and Marriage Officiant.
10. Acts as Secretary to the City of Pembroke's Police Services Board.
11. Coordinates the City's accessibility initiatives ensuring statutory compliance and acts as Secretary to the Accessibility Advisory Committee.
12. Assists in the development of corporate communications, including presentations, speeches, press releases and media opportunities.
13. Prepares and publishes advertising and public notices for administration related matters.
14. Ensures administrative public documents are posted on the corporate web site.
15. Responsible for preparing and maintaining confidential material pertaining to the municipality and Council.
16. Performs other related duties as may be assigned by the CAO or Treasurer.

**Decision Making and Judgement:**

- Work is performed under the direction of the CAO
- Excellent time management, organizational, administrative, report writing and minute taking skills and the ability to manage several projects/initiatives simultaneously;
- A high degree of integrity due to exposure to highly confidential and/or politically sensitive information;

**Accountability:**

- Work is not usually subject to check or detailed audit and requires accuracy and responsibility.
- Errors may adversely affect reports or records or result in the dissemination of erroneous or incomplete data.

**Leadership/Supervision:**

- Provides direct supervision to the Administrative Assistant.
- Provides indirect supervision to part time and summer students.

**Interpersonal Skills and Contacts:**

## Internal

- Council
- Senior and support staff of other departments

## External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities
- Oversees the Animal Control functions of the municipality.

**Working Conditions:**

- Office Environment
- Required to work 35 hours per week.
- Will be required to attend evening meetings.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

**Physical Skill and Effort:**

- Light lifting not exceeding 5kg.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.



The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: 35 hours/week (8:00 AM to 4:00 PM) Monday to Friday  
Occasional overtime.