



## **Executive Assistant to Administration** **(CAO & Clerk)**

The Municipality of Central Huron is currently seeking qualified applicants for the position of Executive Assistant to Administration (CAO & Clerk). Reporting to the CAO & Clerk, the Executive Assistant to Administration (CAO & Clerk) is responsible for providing administrative and clerical support to the CAO, Clerk and Deputy Clerk. This position provides support with the preparation of all agendas, By-Laws, background material and all related correspondence for Council and Committees.

A full job description for the position and information about the Municipality of Central Huron is available at [www.centralhuron.com/careers](http://www.centralhuron.com/careers) .

The ideal candidate will have:

- A minimum of two (2) years of administrative experience involving contact with the public and senior management preferably in a public service environment;
- Post-Secondary Diploma/Degree in Public Administration, Office Legal Administration, Political Science, or related field;
- Completion of (or willingness to complete) the AMCTO Municipal Administration Program, or similar would be considered an asset;
- Have knowledge of the Municipal Act, Municipal Elections Act, the Accessibility for Ontarians with Disabilities Act and any other related regulations/acts/statutes/legislation;
- Excellent organizational, communication and interpersonal skills.

Wage Range: \$27.85 - \$37.13 per hour

This is a full time 35-hour week position. Competitive wages with benefit package to commensurate with experience. We invite interested applicants to forward a covering letter and resume by noon (12:00 p.m.) Wednesday June 17<sup>th</sup>, 2026 in confidence, to:

Human Resources,  
Box 400, 23 Albert Street, Clinton, Ontario N0M 1L0  
or by email: [humanresources@centralhuron.com](mailto:humanresources@centralhuron.com)

This is a non-union position in a union environment. Terms and Conditions of employment as per all Human Resources policies and procedures of the Municipality of Central Huron. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (519) 482-3997 ext. 1246. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. Personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.