



CLERK – 8-Month Term Contract

The Municipality of Central Huron is a friendly, vibrant community of 7,800 residents with a unique mix of urban, agriculture and lakeshore. We offer diverse opportunities to live, work and play. We are currently seeking a positive, self-motivated, team-oriented individual to fill the position of Clerk.

Reporting to the CAO, the position will perform all statutory duties in accordance with the Municipal Act and other applicable legislation. This position includes but is not limited to Division Registrar, Official Signatory, Elections Officer, Licensing Officer, Marriage Commissioner, and other advisory duties in accordance with the Municipal Act and various other Acts and legislation. A Department Head position, the Clerk manages the Clerk's Department including the Building and Planning Department, Committee of Adjustment, Cemetery Administration, Bylaw Enforcement, Animal Control, Municipal Drainage and Heritage Designation. Responsible for providing corporate administrative and secretariat services to Council and other boards and committees as required, Corporate Records Management, and Municipal Freedom of Information and Protection or Personal Privacy Act compliance.

A job description for the position and information about the Municipality of Central Huron is available at www.centralhuron.ca/careers

The ideal candidate will have:

- Progressive experience in municipal government;
- Knowledge of the Municipal Act, Vital Statistics Act, Marriage Act, Drainage Act, Municipal Elections Act, Funeral, Burial and Cremation Services Act, Planning Act, Municipal Freedom of Information and Protection of Privacy, Ontarians with Disabilities Act, and other relevant legislation;
- Extensive Records Management experience would be an asset (i.e. having overseen the development and/or implementation of a fulsome Records Management and Retention program for both hard and soft copy records)
- Demonstrated knowledge and skills and ability to maintain discretion in a confidential environment;
- Diploma/Degree in public administration, law, or related field;
- Management experience

This is a full time, 35-hour week position with evening meetings. Annual salary range of \$88,780 to \$118,360, to commensurate with experience and benefit package. We invite interested applicants to forward a cover letter and resume by **noon (12:00 p.m.) Wednesday, June 17, 2026** in confidence, to:

**Human Resources,
Box 400, 23 Albert Street, Clinton, Ontario N0M 1L0
or by email: 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. The Municipality of Central Huron is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants and advise that only those selected for an interview will be contacted.