



Township of Black River-Matheson

An Equal Opportunity Employer

Is currently searching for a
Town Manager/Clerk

The Township of Black-River Matheson is a vibrant and growing community dedicated to providing high-quality public services and fiscal responsibility. We are located approximately three hours north of the City of North Bay and one hour east of the City of Timmins and are currently seeking a skilled and motivated individual for the position of Town Manager/Clerk. This senior management role reports directly to Council and is responsible for the overall delivery of services within the municipality. The successful candidate will assume statutory responsibilities of Clerk under the *Municipal Act, 2001* and provide leadership to staff as well as sound advice to Council.

Located in Northern Ontario, the Municipality of Black River-Matheson offers unique natural beauty and rural living. With abundant outdoor recreational opportunities, including hiking, fishing, hunting and outdoor sports, Black River-Matheson is the perfect place to enjoy a balanced lifestyle. Our community provides a welcoming environment for families, professionals, and retirees alike, with access to essential services and amenities in the region.

Reporting to Council, the Town Manager/Clerk has the following key duties and responsibilities:

- Act as the principal advisor to Council and perform any duties associated with authorities delegated by Council ensuring that decisions made align with the will of Council;
- Oversee the development and administration of the municipality's operating and capital budgets;
- Prepare reports to Council and review any reports by staff members to Council;
- Ensure compliance with the statutory duties of the Clerk as set out in the *Municipal Act, 2001* and act as the Head for Municipal Freedom of Information requests, Returning Officer during elections, and other statutory roles as may be required;
- Oversee the workflow of all municipal departments, ensuring optimal performance and efficiency;
- Liaise with provincial ministries and agencies;
- Promote economic development within the Township of Black River-Matheson;
- Maintain up-to-date knowledge of municipal, provincial and federal legislation applicable to the municipal sector.

Qualifications:

- College diploma in a related field, or hold AMCT, CMO or other designation and three (3) years municipal experience or a combination of education and experience
- Exceptional communication skills and political acumen to interact with diverse interest holders
- Fully proficient in information technology including Microsoft Office, Vadim, iCompass and an understanding of networks
- Advanced understanding of policies and legislative requirements related to Ontario municipalities, municipal by-laws, government administration, Council process and procedural activities, including but not limited to the following: *Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Lottery Licensing.*
- Demonstrated interpersonal and public relation skills
- Ability to ensure integrity, impartiality and professionalism in the conduct of duties

This position is a full-time, regular 35-hour work week from Monday to Friday, days with required after hours work for Council meetings, critical periods or situations. The 2024 salary will be determined based on experience and will include a comprehensive benefit program.

Qualified candidates are invited to submit a cover letter and résumé (by email) no later than 4 p.m. on November 30th, 2024 quoting "Town Manager/Clerk" in the subject line to:

Patricia Murphy - Township of Black River-Matheson
367 Fourth Ave, PO Box 601
Matheson, ON, P0K 1N0
Email: pmurphy@twpbrm.ca

*Although your application may be on file, you must re-apply for this specific competition.
We thank all applicants for applying, however, only those selected for an interview will be contacted.*