



The Corporation of the Township of Jocelyn

EMPLOYMENT OPPORTUNITY

Municipal Clerk

The Township of Jocelyn is seeking an organized, professional, and community-minded individual to join our municipal administration team as **Municipal Clerk**, following the upcoming departure of our current Clerk.

This is an excellent opportunity for someone interested in municipal government who enjoys working with Council, municipal staff, and the public while supporting the effective day-to-day operations of a rural municipality. Routine commuting to the Township of Jocelyn, located on St. Joseph Island, will be required.

Position Details

- **Position:** Municipal Clerk
- **Hours:** 35 hours per week
- **Wage range:** \$33.50 to \$42.50/hour, commensurate based on relevant skills, experience and education.
- **Location:** Township of Jocelyn Municipal Office, 3670 5th Side Road, Hilton Beach, Ontario
- **Work Arrangement:** Generally required to work at the office, however the opportunity to work from home during scheduled office closure hours may be authorized, where operational requirements permit.

Key Responsibilities

Reporting to Township Council, the Municipal Clerk performs the statutory, administrative, and legislative duties of the office, including:

- Preparing Council and Committee agendas, minutes, resolutions, by-laws, reports, and public notices.
- Overseeing and managing all department heads and administrative staff.
- Conducting research and analysis to support Council decision-making.
- Administering and implementing municipal policies and procedures as directed by Council.



- Coordinating municipal staff meetings, scheduling, duties, and office operations.
- Responding to public inquiries and correspondence and communicating municipal decisions, policies, and by-laws.
- Completing all other duties as outlined in the Municipal Act or other applicable provincial regulations/laws.
- Coordinating municipal and school board elections in the capacity of Returning Officer.
- Liaising with the St. Joseph Island Planning Board and coordinating planning matters, including zoning amendments, severance-related inquiries where applicable, shore road purchase applications, deeming applications, and building permit submissions.
- Coordinating employment postings and recruitment activities, public notices, and required staff health and safety training records.
- Assisting with procurement and tendering procedures in cooperation with the appropriate municipal staff.
- Acting as a Commissioner of Oaths.
- Receiving and directing municipal payments and assisting with issuing receipts, following appropriate training and in cooperation with the Municipal Treasurer.

Qualifications and Skills

The successful candidate will demonstrate:

- Strong organizational, administrative, and time-management skills.
- Excellent written and verbal communication skills.
- Professionalism, discretion, sound judgment, and the ability to handle confidential information.
- The ability to research, interpret, and apply legislation, policies, and municipal procedures.
- Proficiency with computers, office software, and electronic records.
- The ability to work independently while collaborating effectively with Council, staff, residents, and external agencies.

Experience in municipal administration, knowledge of Ontario municipal legislation, and relevant municipal administration education or training would be considered assets.

What We Offer

- A varied and meaningful role serving a rural community.
- The opportunity to work directly with Council, staff, and residents.
- A 35-hour work week.



- Some flexibility through the opportunity to work from home during scheduled office closure hours, subject to operational requirements.
- The opportunity to develop and expand your knowledge of municipal government.

How to Apply

Interested applicants are invited to submit a resume and cover letter in person or by email, outlining their qualifications and relevant experience to:

The Corporation of the Township of Jocelyn

3670 5th Side Road
Hilton Beach, Ontario

Email: ClerkDAngelo@jocelyn.ca

Application Deadline: Friday November 6, 2026 at 4:00pm

We thank all applicants for their interest. Only those selected for an interview will be contacted.

The Township of Jocelyn is committed to fair and equitable employment practices.