

# Clerk-Treasurer Position.

The Town of Latchford is a vibrant and growing community dedicated to providing high quality public services and fiscal responsibility. We are located approximately an hour and a half north of the City of North Bay and twenty minutes south of the City Of Temiskaming Shores and are currently seeking a skilled and motivated individual for the position of Town Clerk-Treasurer.

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 -Treasurer under the Municipal Act, 2001 and provide leadership to staff as well as sound advice to Council. Located in Northern Ontario, the Town of Latchford offers unique natural beauty and rural living. With abundant outdoor recreational opportunities, including hiking, fishing, hunting and outdoor sports, Latchford 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 Clerk-Treasurer 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; Review any reports by staff members to Council; Ensure compliance with the statutory duties of the Clerk-Treasurer 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;

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 (5) 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, Quick Books, TMM Municipal Tax, and word press

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 40-hour work week from Monday to Friday, days with required after hours work for Council meetings, critical periods or situations. The 2025 salary will be per Town Of Latchford pay scale. Qualified candidates are invited to submit a cover letter and résumé (by email) to [jallen@latchford.ca](mailto:jallen@latchford.ca) quoting " Clerk-Treasurer" in the subject line. Position to remain open until filled. Only those granted an interview will be contacted.