

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

## Manager, Legislative Services/Clerk

Temporary, full-time position (Approximately 15-month contract)

Salary: \$101,646.00 - \$127,058.00 based on a 35-hour work week.

Work location: 555 Courthouse Road, Cobourg, Ontario.

Reporting to the Director of Corporate Services, the Manager, Legislative Services/Clerk provides procedural and legislative advice to Council and is responsible for performing the statutory duties of the Clerk under the *Municipal Act* and other applicable legislation.

This position is responsible for providing Council secretariat functions and documents the official records of the actions of Council and manages notices provisions related to public meetings. The Manager, Legislative Services / Clerk is the designated 'Head' for the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and is responsible for managing Freedom of Information (FOI) requests and ensuring compliance with MFIPPA. This position also directly manages the Deputy Clerk.

### Additional Duties & Responsibilities:

- Provide procedural and administrative support to Council and the County's six Standing Committees.
- Manage, coordinate, and prepare Council and Standing Committee agendas/minutes/resolutions/by-laws and ensure timely and accurate information is provided to County Council and the public.
- Provide objective advice to Members of Council and staff on rules of procedures and protocol, and help ensure the conduct of effective County meetings that adhere to relevant legislation, including open meeting requirements.
- Assist members of the public in navigating Council processes and engaging with Committee / Council, promoting open government and acting as an ambassador for the County.
- Responsible for ensuring the protection of personal information collected by the County and oversees the reporting of privacy breaches to the Information and Privacy Commissioner of Ontario.
- Provide assistance to other County departments in the processing of Personal Health Information Protection Act (PHIPA) requests.
- Act as a Commissioner of Oaths for the swearing of affidavits for the Corporation and public, as per the Commissioner for Taking Affidavits Act (Oaths and Affirmations).

## Qualifications & Skills:

- University Degree or College Diploma in Public Administration, Municipal Administration, or a related field of study.
- Minimum five (5) years' experience in a Clerk's role of a supervisory nature.
- Accredited Ontario Municipal Clerk (AOMC) designation required from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).
- Certified Municipal Officer (CMO) designation preferred from AMCTO.
- Proficient technical knowledge of computer software programs and applications, including experience using eScribe meeting management software.
- Ability to maintain absolute confidentiality of information with the ability to handle sensitive matters with discretion and diplomacy.
- Excellent organization and priority management skills with the ability to multi-task to meet legislative timelines.
- Knowledge of parliamentary procedures, procedural by-laws, and relevant related legislation (e.g., *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act*).
- Knowledge of contemporary issues in local government and municipal operations.
- Knowledge of and ability to comply with municipal by-laws, policies, and procedures.

## What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

## What We Offer:

- Comprehensive Health Plans: We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- Competitive Compensation: We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- Livable Communities: Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- Learning and Development: Professional development is at the heart of our success, providing opportunities for growth and excellence.
- Retirement Savings: We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- Employee and Family Assistance Plan: Our wellness program includes health support and assistance to ensure your well-being.
- Work-Life Balance: We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

## How to Apply:

When emailing your application, please ensure your cover letter, résumé, and any other supporting

documents are submitted in one file (preferably MS Word (docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Friday, June 20, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

The successful candidate will be required to submit a satisfactory driver's abstract and criminal background check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.