

Clerk

Discover your next career opportunity with the Township of Ramara. Located in the heart of Central Ontario—just 90 minutes from the GTA—Ramara offers an exceptional blend of meaningful work and an outstanding quality of life. Nestled along the shores of Lakes Simcoe and Couchiching, our community is surrounded by beautiful parks, beaches, and trails that make it easy to enjoy the outdoors year-round.

At Ramara, our people are our greatest asset. We are proud to foster a supportive, collaborative, and respectful workplace where employees are encouraged to grow and make a real impact!

If you are passionate about public service and want to play a key role in shaping a vibrant and engaged community, we invite you to apply for the Clerk position. Join us in making a difference—we look forward to welcoming you to our team.

Core Responsibilities

- Serve as the Township's statutory Clerk under the Municipal Act, 2001, ensuring legislative and procedural compliance.
- Plan, direct, and administer the operations of the Legislative Services Division.
- Prepare, coordinate, and attend Council, Committee, and closed session meetings, including agendas, minutes, by-laws, resolutions, and follow-up actions.
- Provide expert procedural, legislative, and governance advice to Council, the Mayor, Committee Chairs, and senior staff.
- Ensure compliance with statutory notice, public meeting, and reporting requirements under applicable legislation (e.g., Municipal Act, Planning Act, Development Charges Act).
- Act as Returning Officer for municipal and school board elections, including all planning, staffing, voting, and results processes, and coordination of Council Inauguration activities.
- Oversee the Township's corporate records management program, including retention, disposition, privacy, and access.
- Administer oaths and affidavits and act as an authorized signing officer for the Corporation.
- Oversee liquor licensing administration and compliance with AGCO requirements.
- Support MFIPPA administration, including access requests, privacy compliance, and reporting to the Information and Privacy Commissioner of Ontario.
- Provide administrative leadership and coordination support to Council-appointed Boards and Committees, including Accessibility governance and the Multi-Year Accessibility Plan.
- Assist with divisional budgeting, financial monitoring, and reporting.
- Collaborate closely with the Director of Corporate Services / Legal to support governance, risk management, and coordinated corporate services.
- Supervise and provide leadership to Legislative Services staff and support governance best practices across the organization.

Salary

\$104,622 – \$122,393 per year

Join a team that invests in you! Enjoy OMERS pension plan membership and a comprehensive health and dental benefits package designed to support your well-being and future.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Clerk**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open until **May 11, 2026, at 12:30 p.m.**

Experience

- Minimum five (5) years of progressively responsible experience in a municipal or public-sector governance environment.
- Demonstrated experience supporting Council, Committees, or administrative tribunals in a legislative or senior administrative capacity.
- Experience coordinating municipal elections, records management, access to information, or legislative compliance functions.
- Experience developing, implementing, and interpreting policies, by-laws, and procedures.
- Experience working effectively in a political and public-facing environment.

Qualifications & Skills

- Bachelor's degree in public administration, business administration, political science, law, or a related field, or an equivalent combination of education and experience; a Law degree is an asset.
- Minimum five (5) years of progressively responsible experience in a municipal or public-sector legislative or governance role.
- Strong knowledge of Ontario municipal legislation.
- Professional designation or progress toward designation (e.g., AOMC, CMO, AMP) through AMCTO is an asset.
- Demonstrated leadership, communication, judgment, and interpersonal skills, with the ability to work effectively in a political and public-facing environment.
- Ability to prepare and present reports, advice, and recommendations to Council and senior leadership.
- Strong organizational and analytical skills, with a high degree of professionalism, discretion, and integrity.
- Proficiency with Microsoft Office, Microsoft Teams, SharePoint, and electronic agenda or records management systems.
- Ability to work flexible hours, including evenings and occasional weekends; valid Ontario Class "G" driver's licence and satisfactory Criminal Record Check required.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.