FULL-TIME MANAGER OF CLERK SERVICES
(COMPETITION NO.: CLK-2026-37)

Posting Date:	November 16, 2026	**Closing Date:**	November 27, 2026
Department:	Clerk's Department	**Hours per Week:**	35 hours per week
Benefits Entitlement:	Yes	**Existing Position:**	Yes
Pension Entitlement:	Yes - Employer Matched Contributions	**NOC:**	00011
Salary Level 108 (currently under review):	$103,881 - $129,851 (2026)	**Union:**	Non-Union

Interviews are tentatively scheduled for December 1, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

The Manager of Clerk Services is responsible for managing the overall operation of the Clerk's Department as per the Municipal Act and providing oversight and supervision to the Clerk's Department operational staff. This position carries out the duties of the City Clerk as defined and contained in Section 228 of the Municipal Act, and all other Acts in which the office of the Clerk is defined or designated to act (i.e.: Marriage Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act.

Duties

- Responsible for the coordination and execution of Council meetings, including document preparation and distribution (resolutions, minutes, by-laws, public notices, administrative reports, correspondence);
- Responsible for records management for the Clerk's Department including all Council by-laws, reports, correspondence and supporting documentation including proper storage, inventory, retention and disposal schedules, and maintaining and archiving corporate records;
- Responsible for the administration of the municipality's responsibilities prescribed under the Municipal Freedom of Information and Protection of Privacy Act which includes collection and reviewing relevant data and documents, ensuring proper privacy protection, facilitating the appeals process, and preparing annual reports;
- Responsible under the Municipal Elections Act to act as the Returning Officer for the municipality to conduct municipal elections as well as for returns to the District School Boards, and ensuring compliance with all aspects of the Act;
- Responsible for the overall planning, implementation, and evaluation of the operations and objectives of the Clerk's Department;
- Responsible for providing direction, guidance, and support to staff within the Clerk's department, as well as staff across City departments and to Council;
- Perform statutory obligations and requirements of the City Clerk, as outlined in various Acts of Provincial Legislation;
- Develop, implement, and support Continuous Improvement (CI) projects as per the City of Timmins CI Program.

Qualifications

- Two-year community college diploma in Business Administration or relevant field;
- Completion of Municipal Administration Program (AMCTO);
- Eligible to obtain Certified Municipal Officer designation;
- Demonstrated knowledge and understanding of public administration and relevant legislation at the municipal, provincial and federal level;
- Minimum four (4) years of management experience in a municipal, legislative, corporate governance or similar environment with supervisory experience in a unionized environment;
- Proficiency in use of Microsoft Suite, Laserfiche, CGIS, iCompass, and I-City;
- Strong interpersonal, organizational and communication skills;
- Valid Ontario driver's license, Class G;
- Ability to obtain a current and clear Criminal Record Check with Police Information Check.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **November 27, 2026.**

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.