**Job Posting**

**Municipal Clerk (Permanent, Full-time)**

Moosonee, “the Gateway to the Arctic” is located on the Moose River in Northern Ontario. The municipality serves as the Transportation and Service hub for the James Bay Communities and has a population of approx. 2500. The community is currently seeking an organized and tactful professional for the role of Municipal Clerk.

Reporting to the CAO, the Municipal Clerk is a statutory officer of the municipality, responsible for performing all legislative, administrative, and record-keeping functions as outlined in the Municipal Act and other provincial legislation. This position ensures the efficient delivery of municipal clerk services, supports Council operations, and maintains transparent and compliant governance practices. The Clerk is also responsible for managing municipal records, conducting elections, preparing Council agendas and minutes, and ensuring accessibility and public notification obligations are met.

**Desired Qualifications, Experience, and Skills:**

* Post-secondary diploma or degree in Public Administration, Political Science, or a related field.
* Willingness to obtain Certified Municipal Officer (CMO) designation or AMCTO accreditation (AMCT)
* Minimum 2 years of progressive experience in municipal administration or clerk services.
* Willingness to learn applicable legislation including the Municipal Act, MFIPPA, AODA, Municipal Elections Act, and other relevant statutes.
* Strong organizational, research, and document preparation skills.
* Excellent written and verbal communication abilities.
* High degree of discretion and professionalism when handling confidential and sensitive information.
* Proficient in Microsoft Office and municipal software (e.g., eSCRIBE, CityWide, or similar systems).

**Working Conditions:**

* Standard office environment with occasional evening meetings (Council and Committee).
* Exposure to deadlines and requirement for accuracy and attention to detail.
* May be required to work overtime during election periods or special projects.

**Please submit resume and cover letter by: August 8th, 2025 at 4:00PM**

The Town of Moosonee offers a competitive compensation package ($80k+) and excellent benefits, including OMERS Pension and travel benefit. Interested candidates should submit a cover letter and resume via email to:

Victoria Hutchison, CAO, Town of Moosonee Email: [cao@moosonee.ca](mailto:cao@moosonee.ca)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted.*