

Township of St. Joseph
Clerk-Administrator
Closing Date: February 25, 2010

Salary Range: \$42,245 – 66,830 (under review)

The Township of St. Joseph is seeking a positive and energetic individual who will report to Council and act as their principal advisor. The successful candidate will be responsible for the statutory and administrative duties of Clerk and will work closely with all departments to ensure coordination of activities and policies and provide organizational leadership to municipal staff.

The Township of St. Joseph is located on St. Joseph Island, approximately 40 kilometres east of Sault Ste. Marie via Highway 17, and includes the community of Richards Landing. The community has a year round population of 1,100+ and is the summer home and playground of persons from all over North America and beyond.

Candidates should possess the following qualifications:

- AMCTO training/CMO Accreditation
- College Diploma or University Degree in a related field (i.e. public administration, community development, etc.)
- Minimum 5 years experience in municipal management
- Computer literacy
- Ability to be bonded

A sound knowledge of municipal government processes, accounting principles/practices, the Municipal Act and other applicable legislation would be an asset.

Strong interpersonal, leadership, supervisory, administrative, analytical, problem solving, mediation, organizational and time management skills would also be beneficial.

For more information on our community and a complete description of this exciting opportunity, is available at www.stjosephtownship.com

Qualified Candidates may submit a detailed resume and cover letter on or before February 25, 2010 to:

Township of St. Joseph
Att'n: Personnel Committee
P.O. Box 187
Richards Landing, ON
P0R 1J0

Phone: 705-246-2625 Fax: 705-246-3142