



TOWNSHIP OF
**Adelaide
Metcalfe**

Join our team as the:
Legislative Services Manager / Clerk

The Township of Adelaide Metcalfe is located at the west side of the County of Middlesex, northwest of the Town of Strathroy. Situated along the 402-highway corridor, it covers an area of 17,793 hectares and has a population of approximately 2,995 people. The Township borders with the Municipality of North Middlesex to the north, the Municipality of Southwest Middlesex to the south, the Municipality of Strathroy-Caradoc and the County of Lambton both to the west (Township of Warwick, and Municipality of Brooke-Alvinston).

Overview of the Position

The Legislative Services Manager / Clerk is responsible for performing the statutory and administrative functions of a Municipal Clerk. This includes the council/committee secretariat function, licensing, municipal by-laws, contracts, records management, municipal and school board elections and supports council and staff members to ensure that proper procedure and protocol are followed in accordance with the Municipal Act. The Legislative Services Manager / Clerk will manage the Corporate Records within the organization and as such, respond to information requests under the Municipal Freedom of Information and Protection of Privacy Act.

Additional details and a full job description are available here: www.adelaidemetcalfe.on.ca.

What We Offer

The Township provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The annual salary range for this position is \$78,486.09 to \$91,818.09.

How to Apply

Interested candidates are invited to submit their cover letter and resume to Mr. Morgan Calvert, Chief Administrative Officer, by email at hr@adelaidemetcalfe.on.ca by **11:59 p.m. on Tuesday, May 18, 2021**.

The Township is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.