



**Employment Opportunity**  
**Director of Administration/Clerk (Full-Time, Permanent)**

We invite you to become a part of our vibrant municipal team in Prescott, the historic Fort Town on the St. Lawrence River with convenient access to Ottawa, Montreal, and Toronto.

Reporting to the Chief Administrative Officer, the Director of Administration/Clerk is responsible for providing strategic direction managing the Clerk's office, Council/Committee coordination, as well as performing all of the statutory duties assigned to the Clerk under the *Municipal Act, 2001*.

The ideal candidate will possess the following education and qualifications:

- Post-secondary education in Business or Public Administration, Political Science, or an equivalent combination of education and experience
- Completion of the Municipal Administration Program or willingness to obtain
- AMCTO designation is considered an asset
- Minimum of five (5) years' experience in a municipal management or supervisory position, including experience in a Clerk's Department is required
- Knowledge of the *Municipal Act*, and other provincial legislation including *Municipal Elections Act*, MFIPPA, and Occupational H&S Act.
- Thorough working knowledge of relevant Acts, Statutes, Regulations, local government functions/responsibilities, and thorough knowledge of Council/Committee processes and protocol
- Comprehensive records management skills and experience
- Excellent administrative, communication and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with elected officials, the public and fellow staff members
- Working knowledge of Microsoft Office applications. Knowledge of meeting management software (e.g. EWrite) is considered an asset.

The Town of Prescott offers an attractive benefit package and a salary commensurate with your qualifications.

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A job description for this position can be accessed at [www.prescott.ca](http://www.prescott.ca)

Please email your detailed resume and covering letter, in confidence, by the closing date to: [hr@prescott.ca](mailto:hr@prescott.ca). Please indicate the position title in the subject heading.

**Closing date: Friday, January 31<sup>st</sup>, 2025 at 1:00 p.m.**

*We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.*