



## Clerk (Temporary – 12 to 18-month)

To fill a vacancy related to an approved maternity leave, the Municipality of Bayham is seeking a candidate for the Clerk position. Reporting to the Chief Administrative Officer, the Clerk is responsible for legislative services operations and functions of legislative and overseeing front-line administrative staff, including overseeing the operations of the Council/Committee support functions and corporate records management, acting as the Returning Officer for the municipal election and acting as the delegated lead for decisions regarding Freedom of Information requests under the *Municipal Freedom of Information and Protection of Privacy Act*. The Clerk is responsible for fulfilling the statutory duties of a Clerk as prescribed in the *Municipal Act, 2001* and other provincial legislation, including interpretation and administration of legislative requirements as well as providing input on procedural issues. The Clerk is also responsible for the daily administration of the Legislative Services division including the coordination of front-line staff, administration of municipal policies and programs, corporate communications, issuing lottery and municipal licences, by-law preparation and report writing, and corporate record keeping. Availability for evening meetings and/or weekend meetings and responsibilities is required.

The ideal candidate will possess:

- Knowledge and skills in municipal administration normally acquired through a four-year university degree in public administration, political science, law or a related discipline.
- Minimum of five (5) years' experience in a municipal role, with at least three (3) years' experience in a management position.
- Thorough working knowledge of Provincial Legislation that governs the operations of municipalities such as the Municipal Act, Planning Act, Elections Act, etc. Well-developed skills in long term planning, goal setting and establishing priorities.
- Thorough working knowledge of the statutory duties of a municipal clerk; municipal functions and responsibilities; Council secretariat functions; Council and Committee procedure; corporate records and information management; and election requirements and processes.
- Excellent organizational, leadership and management skills, including the ability to work effectively as a member and to lead a team.
- Strong interpersonal, communication skills and public relations skills. Ability to deal effectively with external contacts and with the public as the Municipality's principal representative.
- An MPA and/or professional designations (CMO, AOMC) are assets.
- Demonstrated experience with Laserfiche and election administration are assets.

The compensation for this position is \$95,957 - \$119,953 (2026 – based on a 37.5-hour week).

A full position description and listing of qualifications and responsibilities for the Clerk position is available on the Municipal website under [Career Opportunities](#).

Candidates are invited to submit a complete resume and cover letter outlining how the applicant satisfies the provisions of the job posting and job description to the undersigned no later than **1:00 PM on Friday, January 9, 2026**.

Thomas Thayer, CAO  
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The Municipality of Bayham is an Equal Opportunity Employer. If you require accommodation at any time throughout the employment activities process, please contact us at: 519-866-5521, [accessibility@bayham.on.ca](mailto:accessibility@bayham.on.ca) or by visiting [www.bayham.on.ca](http://www.bayham.on.ca) and we will make every effort to provide appropriate assistance pursuant to the Municipality of Bayham Employment Activities Accommodation Policy.

Personal information collected in response to this notice will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.