



# ADMINISTRATOR-CLERK

## *Township of Dawn-Euphemia*

The Township of Dawn-Euphemia is a progressive rural community with a population of 2,100 located in the southeast portion of Lambton County, in the heart of southwestern Ontario. The Township is primarily agriculturally based, and is in close proximity to Petrolia, Sarnia and Chatham-Kent.

The Township is seeking an experienced and highly motivated individual to replace our current retiring Administrator-Clerk. We are seeking an individual with senior leadership experience in the public sector, with strong skills in strategic planning, governance, customer service and communication.

Reporting directly to Council, the Administrator-Clerk will act as principle policy adviser and administrative head of the municipality; exercising general control and management of the day-to-day operations for the purpose of ensuring the efficient and effective operation of the municipality; fulfills the statutory, operational, custodial and advisory duties required of position within the guidelines of legislation and policy.

The preferred candidate will require:

- A University degree in a discipline related to public/municipal administration or related discipline, eligibility for CMO designation, or an equivalent combination of education and public sector management experience.
- A minimum of 5 years' experience in a senior managerial role where you have demonstrated effective and progressive leadership in a public sector environment (or related relevant experience).
- Sound knowledge of the legislative and procedural framework related to statutes, regulations and bylaws affecting human resources, financial and municipal management, with particular emphasis on the Municipal Act and Elections Act, and other relevant legislation (including all related statutes and regulations).

This position is full-time and includes a competitive benefits package. The salary range is \$107,000 - \$127,400 based on a 35-hour work week with evening meetings as required. For a complete job description please visit our website at [www.dawneuphemia.ca](http://www.dawneuphemia.ca) under "Alerts & Notifications". Qualified candidates are invited to submit a cover letter and resume by **12:00 Noon, on Friday March 27, 2026**, to the attention of:

**Irene McClymont, Township of Dawn-Euphemia,  
4591 Lambton Line, Dresden, ON N0P 1M0  
Ph: 519-692-5148 Fax: 519-692-5511  
Email: [recruitment@dawneuphemia.on.ca](mailto:recruitment@dawneuphemia.on.ca)**

\* We thank all applicants for their interest. Only those applicants under consideration will be contacted.  
Personal information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information and Protection of Privacy Act. The Township of Dawn-Euphemia 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.



## TOWNSHIP OF DAWN-EUPHEMIA

### POSITION DESCRIPTION

---

**1. Position Title/Position Level:**

Administrator-Clerk

**2. Reporting Relationship:**

Reports directly to Council

**3. Positions Supervised:**

Treasurer, Public Works Superintendent, Fire Chief, Deputy-Clerk, Deputy-Treasurer, Receptionist/Cashier, Shetland Park Attendant, Community Centre Caretakers, Summer Students and Contractors.

**4. Scope of Position:**

Principle policy adviser to Council and administrative head of the municipality; exercises general control and management of the day-to-day operations for the purpose of ensuring the efficient and effective operation of the municipality; fulfills the statutory, operational, custodial and advisory duties required of position within the guidelines of legislation and policy.

Responsible for the administration and coordination of delivery of services to the municipality's residents and businesses in a manner that will ensure the effective utilization of the human, financial and physical resources of the municipality.

**5. Responsibilities:**  
**Administrator**

- 5.1 Coordinates, leads and directs municipal administration, in the management, implementation, enforcement and operations of the business affairs of the Corporation, ensuring activities in all departments are carried out in accordance with legislation, by-laws, and policies established by Council.
- 5.2 Acts as chief policy advisor to Council in the determination of policy and decision-making on corporate direction, policy and programs, service levels, legislative and corporate matters, by providing accurate advice, background information, reporting, briefing materials; keeps council apprised of critical issues and developments of an operational or political nature affecting municipal operations, projects, financial and planning matters.
- 5.3 Coordinates, leads, directs and develops programs, policies, procedures, bylaws, strategic directions, policy statements, contractual agreements, and reports etc. to Council for approval; formulates and communicates procedures to implement approved items; oversees the administration of, and monitors policies and programs established by Council. Interprets policies, decisions, regulations, directives and other legislative materials from the provincial and federal governments and their agencies.
- 5.4 Attends all Regular, Special and other meetings of Council as required.

- 5.5 Establishes liaisons and positive relationships with the business community, taxpayers, other boards and committees, authorities and upper levels of government, consultants, solicitors and various municipal associations as is necessary to secure information and advice that will assist Council and promote the interests of the municipality; acts as spokesperson on behalf of the Township. Works with senior levels of government to access programs and grants for municipal priorities.
- 5.6 Ensures sound public relations are maintained by communicating information on the actions and decisions of Council to the general public through the media. Promotes and markets the municipality at all times to encourage economic development for the community.
- 5.7 Responds to complaints regarding alleged violations, conducts investigations into allegations, urging self-compliance where possible through persuasive discussion and written correspondence to violators. Enforces and issues fines for non-compliance with municipal by-laws including but not limited to parking, property standards, animal control, right of entry and other related bylaws.
- 5.8 Maintain a thorough working knowledge of Provincial Legislation and Regulations that affect the policy decisions of Council. Maintains knowledge, skill and expertise at a high level by taking advantage of training opportunities offered through seminars, conferences, briefing sessions and selected reading.
- 5.9 Meets with department heads collectively on a regular basis to review the policy directions of Council and assigns responsibility for implementation, enforcement and execution. Develops appropriate communications procedures to ensure that all staff are informed regarding the policies and directions of Council.
- 5.10 Discharges such other duties related to the position as Council may assign from time to time.

## **Clerk**

- 5.11 Performs statutory and operational duties of the Municipal Clerk as defined in the Municipal Act, Elections Act and other relevant legislation.
- 5.12 Secretariat for Council, preparing agendas, attends meetings as required to accurately record all minutes, decisions, directives, by-laws, resolutions and other proceedings of the meeting. Prepares minutes of such meetings and undertakes follow-up action and correspondence resulting from minutes and Council direction.
- 5.13 Records management and retention; preserves all books, records and accounts of Council. Responsible for Corporate records management (paper and digital), including tracking and depositing records through their life cycle of creation, maintenance, use and ultimately disposition or archival. Develops and maintains procedure manuals and Corporate policy manuals to implement the delivery of this program.
- 5.14 Responsible for the administration of municipal cemeteries, active and inactive, including liaising with the Bereavement Authority of Ontario and fulfilling regular reporting requirements.
- 5.15 Co-ordinates the Information Technology requirements and is the primary liaison with the Municipality's private contractor that delivers, supports and services the Township's software, hardware and telecommunication network.

- 5.16 Administration and co-ordination of the Township's complaint in-take process and interaction of tasks with the Provincial Ombudsman's Office under the auspices of the Public Sector and MPP Accountability and Transparency Act, 2014.
- 5.17 Receives, evaluates and processes Livestock Claims under the Protection of Livestock and Poultry Act and the Ontario's Wildlife Damage Compensation Program.
- 5.18 Performs the statutory duties of the Clerk under the Line Fences Act by implementing the dispute mechanism procedure for the resolution of line fence disputes between the owners of adjoining properties. Maintains liaison between ratepayers and Fence Viewers, Weed Inspectors and Livestock Evaluators when disputes occur.
- 5.19 Performs the statutory duties of the Clerk under the Drainage Act by ensuring compliance with the municipal drain process.
- 5.20 **Municipal Signing Officer** for execution of legal documents, agreements, by-laws and other municipal documents; authorizes expenditures and enters into contracts on behalf of the municipality.
- 5.21 **Disability Plan Coordinator**, responsible for management and administration of the Accessibility Plan, including training staff, reporting requirements, ensuring Council's compliance with current legislation.
- 5.22 **Issuer of Marriage Licenses/Solemnization**, under the Registrar Division of the Ministry of Consumer and Business Services Act carries out all statutory responsibilities associated with such appointment, including issuing marriage licenses and is authorized to solemnize marriages as set out under the Marriage Act.
- 5.23 **Commissioner of Oaths**, certifies documents, swearing affidavits and administering other legal oaths, affirmations or declarations in accordance with the Commissioners for taking Affidavits Acts.
- 5.24 **Returning Officer**, conducts Municipal, School Board and by-elections, and discharges all applicable responsibilities associated with this function as established under the Municipal Elections Act; responsible for training/hiring of Election Staff.
- 5.25 **Division Registrar**, administers and maintains the vital statistics registration for the Municipality under the direction of the Registrar General's Office. Registers all vital events (birth, marriage, death); issues death certificates, and burial permits in accordance with the Vital Statistics Act and other applicable legislation.
- 5.26 **Freedom of Information and Privacy Officer**, performs the statutory duties providing public access to Township records and information and protecting personal privacy in accordance with the statutory requirements of the Municipal Freedom of Information and Protection of Privacy Act. Decides and resolves requests for disclosure of information from the public/council members for information (records) held by the Township according the Freedom of Information and Protection of Privacy Act. Ensures protection of personal information held by the Township covered by legislation.

## Planning

- 5.27 Works in conjunction with the County Planner and County Building Department to ensure all approval processes related to amendments to the Official Plan, Zoning Bylaw and other planning matters are adhered to.

- 5.28 Conducts preliminary review and processes various planning applications filed under the Planning Act including zoning by-law and Official Plan amendments, site plan control, minor variances, legal non-conforming uses, subdivision of land through subdivision plans or by consents, holding bylaws, interim control bylaws, temporary use by-laws and other planning matters and ensures conformity or compliance with the same; prepares and issues all associated documentation and notices as required; maintains planning files.
- 5.29 Secretary-Treasurer to the Committee of Adjustment; prepares and distributes agendas and minutes; carries out required follow up action; provides background research, planning reports and supporting data as required.
- 5.30 Responds to public inquiries and provides information on land use planning.

### **Human Resources**

- 5.31 Responsible for all aspects of the human resources component of managing a diverse and effective work force. Employs, promotes, demotes, suspends or dismisses any employee in accordance with, the policies approved by Council.
- 5.32 Develops and upholds an effective organizational structure that reflects operation needs, and that is directed towards accomplishing the objectives established by Council. Assesses future staffing needs and recommends staffing complement changes and organizational structure changes that will improve efficiency and/or service delivery to the public.
- 5.33 Prepares employment contracts; recommends wage increases, changes to benefits and terms of employment and other related matters. Monitors the administration of human resources to ensure that all departments conform to approved staffing levels, hiring practices, orientation and training, assigning duties and reviewing work, assessing performance and dealing with disciplinary matters.
- 5.34 Ensures employees are managed in accordance with the applicable labour legislation and human resource policies of the Township.
- 5.35 Monitors the performance and conducts regular performance reviews of Department Heads and ensures regular performance reviews are conducted for all Township employees.

### **Community Emergency Management Coordinator (CEMC)**

- 5.36 Responsible and accountable for the community's emergency management program in accordance with the Emergency Management and Civil Protection Act.
- 5.37 Responsible for the development, implementation, maintenance and review of the Emergency Management Program which includes the development, execution and monitoring of policies, procedures, documents and working groups addressing the key areas of emergency management: prevention, mitigation, preparedness, response and recovery as mandated through the Township's Emergency Management Program, and ensures compliance with same.
- 5.38 Responsible for ensuring that local council, staff and emergency operations centers are in a continuous state of readiness in the event of a municipal emergency through ongoing planning, training, exercise, testing, and awareness initiatives.
- 5.39 Must maintain appropriate training and certifications as required by the Act.

## **6. Health & Safety Responsibilities**

- 6.1 Oversees compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures and other applicable legislation relating to workplace health and safety.
- 6.1 Takes every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Works in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.3 Ensures work is being carried out with sound judgment and in a safe manner and respond to unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards brought to your attention.

## **7. Authority of Position:**

Authority granted from Council to manage the overall Corporation within municipal and provincial legislation, policies and procedures, along with the executive authorities assigned to the Clerk's position within the Municipal Act or other relevant legislation, or as specifically designated by Council.

## **8. Working Relationship:**

### **8.1 With Council and Committees of Council**

Acts as Chief Policy Advisor to Council. Advises, guides, and assists with policy development and evaluation as required by statute and by the expectations of Council to support the policy making process; implements and administers technical and operational advice and information. Communicates with the Mayor and Councillors on relevant matters efficiently and effectively, as required.

### **8.2 With Department Heads**

Maintains a high level of communication to resolve operational problems. Promotes cooperative efforts and exchange of ideas and information. Provides management, leadership and guidance.

### **8.3 With Other Staff Members**

Provides management, leadership and guidance.

### **8.4 With Other Government/External Agencies**

Exchanges information regarding changes in legislation, programs, and regulations that affect municipal operations. Represents the best interests of the Township; develops and builds ongoing relationships with representatives of the federal, provincial, regional and municipal governments, to ensure impacts and opportunities that may affect the Township, are managed in a pro-active way.

With contractors - to ensure projects are completed as tendered and timelines and commitments are met.

### **8.5 With Public**

Hear, discuss and resolve complaints and requests regarding municipal services and operations. Provides the general public with information and advice on the content and intent of corporate by-laws, programs, policies and services of the municipality while ensuring polite and tactful relations.

## **9. Required Knowledge and Skill:**

- 9.1 Recognized university degree in a discipline related to municipal service delivery, such as business administration, public administration, engineering, planning, finance or recreation, or any equivalent combination of education and experience.
- 9.2 A minimum of 5 years' experience in a senior management position in a progressive public sector environment or related relevant experience.
- 9.3 Proven administrative and managerial abilities in directing and overseeing the activities of several departments, demonstrated leadership skills, a record of success in financial and organizational management, excellent interpersonal and communications skills.
- 9.4 Sound knowledge of the legislative and procedural framework related to statutes, regulations and bylaws affecting human resources, financial and municipal management, with particular emphasis on the Municipal Act and Elections Act, and other relevant legislation (including all related statutes and regulations).
- 9.5 Completion of the Basic Emergency Management (BEM) and Community Emergency Management Coordinator Training (CEMC), or willingness to obtain.
- 9.6 Demonstrated and working skills in Microsoft applications, Adobe, GIS Mapping, Municipal Connect, Online Banking, Zoom, Online Benefit Administration. Demonstrated ability to oversee and monitor staff utilization of the ASYST software program ensuring accuracy and data integrity, compliance, efficiency and productivity within organizational policies

## **10. Qualifications**

- 10.1 Valid Driver's License
- 10.2 Criminal Reference Check
- 10.3 Excellent communication skills in multiple domains i.e. oral, written, presentation, electronic, etc.
- 10.4 Excellent research and analytical skills that leads to effective problem solving relative to the development of options and their assessments for presentation to Council.
- 10.5 Excellent consultation skills with organizations, groups, rate payers, and other levels of government options and their assessment and presentation to Council.
- 10.6 Social media management.

## **11. Physical Skill and Effort**

The work is primarily of an intellectual nature with high degrees of concentration and visual observations. Involves analysis of information, high degree of accuracy and extended periods of concentration.

Position required to sit for extended periods of time while using the computer and calculator, in order to meet deadlines. The mental effort required is considerable, visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc.).

Requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 20 pounds also is required

## **12. Working Conditions**

Exposure to a normal office environment and typically good working conditions with little or no exposure to disagreeable environmental or hazardous conditions. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet.

Must be accessible to Council, media, staff and the general public and interact politely and effectively with same; required to respond to adverse behavior when dealing with the public. High public profile position with high levels of stress and pressure associated with time sensitive material, meeting strict deadlines, shifting priorities and frequent interruption.

Usual hours of work are 35 hours per week. Periodically requires attendance at on-site locations throughout the municipality. Work schedule is subject to shifting priorities of Council and deadlines imposed by legislation or municipal policy, which may require work beyond the regular work schedule to meet deadlines and attend meetings. Continuous training is required to maintain up-to-date knowledge on new and changing legislation. Position is required to be on call 24/7 and respond to the on-call requirements of the Township, as required for Emergency Management.

## **13. Decision Making/Judgement**

Requires a high level of reasoning, judgement and problem-solving abilities to resolve problems encompassing a wide range of functions within the organization. Decisions require resolving complex problems using considerable analysis/reasoning from a wide range of possible solutions, precedents and consideration of external factors.