



Municipality of Dysart et al Position Description

Position: Municipal and School Board Elections Coordinator/Administrative Clerk
Department: Administration
Status: Full Time, Temporary (Maternity Leave, 14-Month Contract)
Hours: 40 hours per week
Wage Range: \$70,675 - \$82,679
Reports to: CAO/Interim Clerk
Posted: September 9, 2025
Closes: September 30, 2025

Part 1 – Description and Job Requirements

General Accountabilities

Reporting to the Chief Administrative Officer/Interim Clerk, the Municipal and School Board Elections Coordinator/Administrative Clerk will plan, organize, and oversee all aspects of municipal and school board election in Dysart et al, maintain a robust records management system, handle Freedom of Information (FOI) requests, manage insurance claims, oversee municipal approvals for liquor licenses and provide general administrative support to the CAO/Interim Clerk.

Specific Accountabilities:

The following accountabilities are not listed in order of priority.

- Plans, organizes, and oversees all aspects of municipal and school board election in Dysart et al in compliance with the *Municipal Elections Act* (MEA). This will include the development of comprehensive election project plans including timelines, budgets, communication plans, materials, reporting and resources.
- Manages Freedom of Information (FOI) requests under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- Acts as Records Coordinator, maintaining and overseeing the municipal records management system, including retention, destruction, and inventory in accordance with the *Municipal Act, 2001*.
- Administers and processes municipal insurance claims, ensuring accuracy and compliance with Dysart et al's policies. Coordinates with insurers, internal departments and claimants efficiently.
- Coordinates and manages municipal approvals for liquor license applications submitted to the Alcohol and Gaming Commission of Ontario.

- Provides general administrative support to the CAO/Interim Clerk, assisting with communications, correspondence, documentation, special projects and other clerical duties as required.

Part 2 – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job.

Technical Skills/Education:

- Post secondary degree in Public Administration, Business Administration, Political Science or a related field.
- Strong understanding of municipal governance and legislative processes in Ontario.
- Strong organizational, communication, and interpersonal skills.
- Strong analytical and problem-solving skills.
- Superior customer service orientation with a focus on ensuring effective services; maintaining a positive, professional attitude.
- High degree of integrity and commitment to maintaining confidentiality and protecting privacy.
- Demonstrated experience managing projects and leading change management initiatives.
- Proficiency with digital communication tools, records management software, and Microsoft Office Suite.
- Demonstrated ability to handle multiple responsibilities, prioritize tasks effectively, and work under pressure.
- Ability to work extended hours during the election period.

Experience/Training:

- A minimum of three (3) years' experience in a progressively responsible administrative role, preferably in a Municipal setting.

Working Conditions:

- Normal office working conditions apply, with a minimum forty (40) hour work week. Continuously spends time reviewing documentation and working on a computer.
- Subject to interruptions and constant deadlines for work completion to ensure compliance with applicable legislation, Municipal policies and procedures.
- Working hours will be extended during the election period.

Implications:

This comprehensive role is integral to the Municipality's operational effectiveness, ensuring transparency, compliance, and effective public communication. Understanding the intersection of election processes, FOI management, and public engagement strategies will be crucial. Candidates may also explore the dynamics of records management systems and digital communication trends in the public sector.