



## EMPLOYMENT OPPORTUNITY

<b>Job Title:</b>	<b>Clerk Treasurer</b>
<b>Position Type:</b>	Permanent Full Time
<b>Department:</b>	Administration
<b>Reports to:</b>	Council
<b>Hours per Week:</b>	37.5 hours per week
<b>Salary Range:</b>	\$90,000 - \$98,000
<b>What We Offer:</b>	Comprehensive health/dental benefits & OMERS Pension Plan
<b>Application due date:</b>	June 1, 2026

### Position Summary

The Town of Cobalt is a northern community named Ontario's Most Historic Town and a Parks Canada National Historic Site. Cobalt enjoys all the services of larger communities but in a relaxed lifestyle with enhanced telecommunication services that affords options for individuals wanting to relocate.

This senior administrative role reports directly to Council and is responsible for the overall delivery of services within the municipality. The Clerk-Treasurer is the administrative head of the organization and the primary resource to Council. Qualified candidates must possess a high level of initiative, self-motivation and independent judgment when providing leadership and direction to employees, acting as a main policy advisor or spokesperson for the Corporation. The position further requires outstanding interpersonal skills to effectively work with Council, managers, employees and external firms to address corporate priorities and to carry out all the normal and statutory functions of the Clerk Treasurer position assigned by the Municipal Act and other enactments or those assigned by Council. We are seeking a dynamic and engaged individual interested in the challenges and opportunities met by this municipal setting. All interested candidates should demonstrate a reputation for integrity, transparency and accountability. This is a full-time salaried position of 37.5-hour work week from Monday to Friday (8am to 4pm) with required after hours work for Council meetings, critical periods or situations.

### Education and Experience

- College / University Diploma in a related field, or hold AMCTO, CMO or other designation;
- Minimum five (5) years municipal experience or a combination of education and experience;
- Exceptional communication skills & political acumen to interact with diverse interest holders;
- High level of confidentiality;
- Fully proficient in information technology including Microsoft Office;
- Advance understanding of policies and legislation related to Ontario municipalities, municipal By-Laws, government administration, Council process and procedural activities, including but not limited to the following:
  - Municipal Act, 2001
  - Municipal Elections Act
  - Municipal Freedom of Information and Protection of Privacy Act
  - Lottery Licensing

### How to Apply

If you are interested in joining our team, please submit your resume to the Interim Clerk-Treasurer. Please identify the posting in the subject line. Full job posting and details can be found by visiting [www.cobalt.ca](http://www.cobalt.ca).

Jaime Allen  
Interim Clerk-Treasurer  
The Town of Cobalt  
18 Silver Street, P.O. Box 70  
Cobalt ON P0J 1C0  
Email: [jallen@cobalt.ca](mailto:jallen@cobalt.ca)

Thank you to all who apply but only those receiving an interview will be contacted.

*The Town of Cobalt is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.*