



The Corporation of the Village of Oil Springs

"Site of the first commercial oil well in North America"

4591 Oil Springs Line, Box 22

Oil Springs, ON N0N 1P0

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EMPLOYMENT OPPORTUNITY

CLERK-TREASURER

The Municipal Council for **The Corporation of the Village of Oil Springs** is seeking a qualified and organized individual for the current position of Clerk-Treasurer to ensure the effective management and leadership of the affairs of the municipality.

The Village of Oil Springs has a current and stable population of approximately 700 residents and is located in the County of Lambton. The Village is a mix of urban and rural communities.

Several of the functions, responsibilities and aptitudes required of the successful candidate are generally acknowledged and are as follows:

- To act as the senior policy advisor for the Municipal Council;
- To ensure the integrity, the efficient and effective overall financial administration; and
- To direct the activities for all departments.

QUALIFICATIONS

Candidates must have excellent communication skills including problem-solving aptitudes.

Applicants should be in possession of a recognized municipal designation (AMCT or equivalent) or have appropriate knowledge in the field of municipal administration. Individuals should hold a post-secondary education in public administration or a similar related field of study such as Municipal Administration Program and Municipal Accounting and Finance Program. The individual should have an extensive background in accounting and financial management in order to fulfill the statutory office of Treasurer. The qualified candidate will have experience in at least one (1) municipal election cycle.

The current salary depends on qualifications, experience, skills and appropriate knowledge and will be subject to negotiation with the Municipal Council. The Village offers a full benefit package and RRSP program immediately at start date. We wish to thank all applicants for their interest in submitting an application, however, only candidates selected for an interview will be contacted.

Qualified applicants are invited to submit their cover letter and resume, in complete confidence, no later than **5:00 pm on Friday, November 17th, 2017**, at the following email address:

oilsprings@ciaccess.com