

EMPLOYMENT OPPORTUNITY

Secretary-Treasurer

Part-Time Contract \$30.00 per hour

The Lanark County OPP Detachment Board is seeking a Secretary-Treasurer. The Secretary-Treasurer supports the Board through the provision of confidential and high-quality administrative, secretarial and treasury duties, and acts as a resource person and liaison between the Board and its various stakeholders.

This is a part-time contract position; hours of work will vary with Board requirements. The successful candidate will be required to be available for Board meetings, whether as part of its regular schedule on the third Wednesday of each month or as required for special meetings and work of the Board and its Committees as determined from time to time.

The Secretary-Treasurer will be responsible for:

- Preparation of minutes and agendas.
- Preparation and presentation of the annual budget and quarterly updates.
- Developing policies and procedures.
- Regular financial reporting.
- Scheduling and coordinating regular and special meetings.
- Arranging meeting venues, schedules, conference and training coordination.

Qualifications:

- Post-secondary diploma/degree in business or office administration.
- Five years' experience in an administrative position directly supporting an executive-level board or an oversight body.
- At least three years' municipal or public sector experience in budgeting, financial operations and financial reporting.
- Excellent interpersonal, organizational, analytical, project/time management, communication, problem-solving, and research skills.
- Thorough working knowledge of legislation/regulations/guidelines including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act and the Accessibility for Ontarians with Disabilities Act.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Applications must be received no later than 2:00 p.m., Wednesday, May 15, 2024, quoting "Detachment Board Secretary-Treasurer" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email hr@carletonplace.ca

A detailed job description, for this position, can be accessed at www.carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.