



SUNBURY–YORK SOUTH RURAL COMMUNITY

CLERK / SENIOR ADMINISTRATOR

Sunbury–York South Rural Community (SYSRC) is seeking an experienced and motivated municipal professional to serve as its Clerk / Senior Administrator.

This is a unique opportunity to join a growing rural municipality and work closely with a newly elected Council to help establish effective governance practices, support municipal operations, and contribute to the long-term success of the community.

Reporting directly to the Mayor and Council, the Clerk / Senior Administrator serves as the municipality's senior administrative official and is responsible for providing leadership in governance, administration, and municipal operations.

The working language of SYSRC is English and the successful candidate must be fluent in English.

This position will initially be filled for a one-year term. There is an opportunity to convert the position into a permanent position at the end of the term.

Key Responsibilities:

- Serve as Municipal Clerk and support Council through the preparation of agendas, minutes, reports, resolutions, and meeting documentation.
- Provide leadership and oversight for municipal administration and day-to-day operations.
- Support Council in establishing effective governance systems, policies, and procedures.
- Ensure compliance with applicable legislation, including the Local Governance Act and RTIPPA.
- Coordinate records management, information requests, correspondence, and administrative processes.
- Provide support for budgeting, financial administration, and audit preparation.
- Supervise staff and coordinate municipal services and operations.
- Develop reports, recommendations, bylaws, policies, and briefing materials for Council.

Qualifications:

The ideal candidate will possess:

- Post-secondary education in public administration, business administration, municipal administration, or a related field.
- Minimum 5 years of progressively responsible administrative or management experience, preferably within municipal government or the public sector.
- Strong knowledge of municipal governance, Council procedures, and local government legislation.
- Excellent organizational, communication, leadership, and problem-solving skills.
- Experience working with elected officials and managing confidential information.
- Proficiency with Microsoft Office and administrative software systems.
- Municipal administration experience, Clerk certification, or experience in a senior municipal leadership role will be considered strong assets.

Compensation:

Salary range: \$71,000 – \$94,000 annually, commensurate with qualifications and experience.

A comprehensive benefits package, including pension, health, and dental benefits, is provided.

Application Process:

Qualified candidates are invited to submit a cover letter and resume in confidence no later than June 30, 2026.

Applications should be submitted to:

Robert White
Interim Clerk/Senior Administrator
Sunbury–York South Rural Community
Email Address: clerk@sysrc.ca

SYSRC thanks all applicants for their interest; however, only those selected for an interview will be contacted.

June 9, 2026