

P.O. Box 519
871 Forest Lake Road
Sundridge, ON P0A 1Z0



office: 705. 384. 5428
municipal.admin@townshipofjoly.com

Job title: Municipal Administrator

Organization: Township of Joly
Location: Joly Township, Ontario
Reports To: Mayor and Municipal Council
Employment Type: Full-Time
\$66,560 - \$83,200 per annum (Salary position)

Position Summary

The Municipal Administrator is the senior administrative official responsible for the overall management and coordination of municipal operations. The position provides professional advice and administrative support to Council, ensures compliance with provincial legislation and municipal policies, manages municipal finances and records, and oversees the delivery of municipal services to residents.

The Municipal Administrator ensures that the policies and decisions of Council are implemented efficiently and transparently while maintaining effective communication between Council, staff, external agencies, and the community.

Key Responsibilities

1. Governance & Council Support

Advise the Mayor and Council on municipal policies, procedures, and legislation.
Prepare Council agendas, reports, bylaws, and resolutions.
Attend Council and committee meetings and record official minutes.
Implement Council decisions and monitor progress of municipal initiatives.
Ensure compliance with the Municipal Act, provincial legislation, and municipal bylaws.

2. Administration & Operations

Oversee daily operations of the municipal office and administrative services.
Supervise municipal staff and coordinate departmental activities.
Maintain municipal records, files, and official documents.
Manage correspondence with residents, government agencies, and stakeholders.
Coordinate municipal elections, public notices, and community communications.

3. Financial Management

Prepare annual operating and capital budgets for Council approval.
Monitor municipal revenues, expenditures, and financial reporting using Quickbooks and other Municipal Software.
Oversee taxation, accounts payable/receivable, payroll, and financial controls.
Work with auditors to prepare annual financial statements.
Administer grants, funding applications, and financial compliance.

4. Policy & Legislative Compliance

Interpret and administer municipal bylaws and policies.
Ensure municipal practices follow applicable legislation and regulations.
Develop and update administrative policies and procedures.
Coordinate implementation of municipal plans (asset management, emergency plans, accessibility, etc.).

P.O. Box 519
871 Forest Lake Road
Sundridge, ON P0A 1Z0



office: 705. 384. 5428
municipal.admin@townshipofjoly.com

5. Community & Intergovernmental Relations

Act as a liaison between Council, staff, residents, contractors, and government agencies.

Respond to inquiries and complaints from the public.

Represent the municipality in regional meetings, committees, or partnerships.

Promote community initiatives and municipal programs.

6. Strategic Planning & Projects

Assist Council in developing strategic plans and municipal priorities.

Identify grant and funding opportunities.

Coordinate municipal projects such as infrastructure improvements, planning initiatives, and community development programs.

Qualifications

5 years of experience in municipal administration or local government is required.

Post-secondary education in municipal administration, public administration, business administration, accounting, or a related field.

Certification or coursework in municipal administration (e.g., AMCTO or equivalent) is an asset.

Knowledge of the Ontario Municipal Act, municipal finance, and governance practices.

Strong leadership, organizational, and communication skills.

Proficiency with office software and municipal accounting systems.

Key Skills

Leadership and staff supervision

Budgeting and financial management

Policy interpretation and legislative compliance

Public relations and community engagement

Report writing and meeting administration

Strategic planning and project management

Typical Work Environment:

Small municipal office with a small administrative team and public works staff.

Regular interaction with Council members, residents, and regional agencies. Work includes office administration, meetings, and occasional community events.

The regular work week is Monday - Thursday (32 Hours), with typical daily hours of 8:30 am to 4:00pm. attendance at evening Council/other meetings will be required.

Work is performed in a small open office setting, and requires substantial computer work with frequent interruptions.

Please submit Cover letter and resume no later than

Friday, March 20, 2026 at 4pm.

Submit to:

Jennifer Martin, Municipal Administrator

[Municipal.admin@townshipofjoly.com](mailto:municipal.admin@townshipofjoly.com) – Please include “Municipal Administrator position” in the Subject of email.

705-384-5428

PO Box 519

871 Forest Lake Road Sundridge, ON

P0A 1Z0