



Mississippi
Mills

**EMPLOYMENT OPPORTUNITY
BUILDING CLERK
TEMPORARY FULL-TIME (CONTRACT UP TO 3 YEARS)**



The Municipality of Mississippi Mills is located a short drive west of the Nations Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

We have an opportunity for a temporary full-time *Building Clerk* to join our team. Reporting to the Chief Building Official, the Building Clerk shall provide front line customer service and administrative assistance to the Building and Planning Department.

***Hourly rate of \$30.43 - \$37.41 (plus 6% in lieu of vacation)
35 hours per week (compressed work schedule available)***

Please note, this is a contract position contingent upon funding provided by an external agency. The length of the contract is not expected to exceed 3 years; however, may be less depending on decisions made by the external funding agency, which the Municipality does not control.

The ideal candidate will have:

- Ontario Secondary School Diploma, a post-secondary diploma in a related field would be an asset.
- Minimum of two (2) years' experience preferably in a municipal setting
- Must have a sound working knowledge of computers, particularly with word-processing, spreadsheet, database and presentation applications.
- Pleasant, efficient manner in dealing with the public in person, via email and on the phone.
- Good communications skills.
- Working knowledge of application, approval and inspection processes under Building Code Act.
- Comfortable in a fast-paced environment which may have frequent distractions.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on July 14th, 2025**

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

***The Municipality of Mississippi Mills believes that our employees are our greatest strength.
We strive to create a culture where all staff feel that they are part of an inclusive environment where
differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are
treated with dignity and respect. We welcome applications from all underrepresented groups.
If you require accommodation throughout any part of the recruitment process, please contact
Human Resources to let us know how we can assist you.***

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.