

## Deputy Clerk

**Competition Number: 2021-28**

**Permanent, Full-time Position**

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for the permanent, full-time position of Deputy Clerk.

Reporting to the Clerk, the Deputy Clerk is responsible to assist in the delivery of general municipal operations.

### **Position Responsibilities**

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The usual responsibilities of the position are:

- Council and Committee Secretariat;
- Heritage conservation;
- Records and information management;
- Heritage Committee and Joint Accessibility Advisory Committee support;
- Privacy / Access Requests under MFIPPA;
- Deputy Division Registrar under the Vital Statistics Act;
- Assist with Municipal Election coordination;
- Municipal cemetery management;
- Lottery Licensing Officer; and
- Other duties as assigned by the Clerk.

### **Qualifications and Experience**

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- Community College Diploma or University Degree in Business Administration, Public Administration, Political Science, or a related discipline.
- Certified Municipal Officer (CMO), Accredited Municipal Professional (AMP), Accredited Ontario Municipal Clerk (AOMC) designation, or working towards such a designation.
- Completion of or working towards the AMCTO Diploma in Municipal Administration.
- Minimum of 5 years' direct municipal experience in a Clerk's Office, within a role directly involved in performing Clerks functions, with a thorough understanding of Council procedures, municipal government, and organizational structure. Previous experience providing all aspects of meeting support services to Council and Committees is required.
- Completion of the Parliamentary Meeting Protocol Course through AMCTO.
- High proficiency in Robert's Rules of Order and procedural matters.

- Intermediate knowledge of relevant legislation and thorough knowledge of Council/Committee processes and protocol.
- Intermediate knowledge of the Municipal Freedom of Information and Protection of Privacy Act and Freedom of Information Request processes and procedures.
- Excellent communication, problem-solving, organizational, report writing, time management, inter-personal, public relations, leadership, staff development and supervisory skills.
- Proficiency with with Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Teams) and experience with electronic agenda and meeting management software.
- Availability to attend evening / weekend meetings and events as required.
- Strong knowledge of the Municipal Act; the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); Municipal Elections Act; the Ontario Heritage Act; the Vital Statistics Act; Commissioners for taking Affidavits Act; the Accessibility for Ontarians with Disabilities Act and other related statutes.
- Ability to maintain discretion and confidentiality of information is critical.

## Rate of Pay

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The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan for this position. Compensation for this position is \$78,533.00 to \$89,507.60 per annum (2021 rate).

## Hours of Work

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This position will work 35 hours per week; however, occasional hours outside of normal business hours, including attendance at evening meetings, will be required.

## How to Apply

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Apply online by visiting [www.springwater.ca/careers](http://www.springwater.ca/careers) and click on **Apply Now** to submit your cover letter and resume for Competition Number 2021-28.

**Closing Date:** May 21, 2021.

**Note:** Applications that are not submitted online will not be considered. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

## **Accessible Accommodations**

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As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.