
Deputy Clerk
Full-Time, Permanent 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 a full-time, permanent position of **Deputy Clerk**.

Reporting to the Clerk, the Deputy Clerk is responsible to assist in the delivery of general municipal operations including, but not limited to:

- Publishing meeting agendas and recording meeting minutes;
- Records and information management;
- Heritage Committee and Joint Accessibility Advisory Committee support;
- Administration of Livestock Valuation Claims;
- Privacy / Access Requests under MFIPPA;
- Deputy Division Registrar under the Vital Statistics Act;
- Municipal Election coordination;
- Municipal cemetery management;
- Lottery and Business Licensing Officer.

Qualifications and Experience

- Community College Diploma or University Degree in Business Administration, Public Administration or a related discipline.
- Certified Municipal Officer (CMO), or working towards such a designation
- Completion of or working towards the AMCTO Municipal Administration Program (MAP)
- Minimum of 5 years' direct municipal experience in a Clerk's Office with a thorough understanding of Council procedures, municipal government and organizational structure
- Working knowledge of relevant legislation and thorough knowledge of Council/Committee processes and protocol
- Excellent communication, problem-solving, organizational, report writing, time management, inter-personal, public relations, leadership, staff development and supervisory skills
- Computer literacy, Microsoft office, including word-processing, email, and Internet proficiency
- 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; and The Vital Statistics Act and other related statutes
- A valid Class G driver's license in good standing with a satisfactory driving record
- Ability to maintain discretion and confidentiality of information is critical.

The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan for this position. Salary range: Level 6A (\$67,707.92 to \$76,474.91) per annum based on a 35 hour work week.

Resumes will be accepted until **12:00 noon on Friday, March 2, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Deputy Clerk Competition

Attn: Erin DeVreede, CHRL, Manager of Human Resources
Township of Springwater, 2231 Nursery Rd., Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment. Please contact the municipality for availability of accommodations for applicants with a disability.