



Deputy Clerk

Position Type: Permanent, full-time (35 hrs/week, Monday to Friday, 8:30 am to 4:30 pm)

Location: Municipal Office, Port Elgin, Ontario

Salary: \$76,869.00 to \$87,351.00 (depending on qualifications and experience)

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we offer you:

- 10 paid personal days in addition to a generous number of vacation days annually
- Comprehensive extended health care and dental benefits
- Enrollment in the OMERS pension plan
- Flexible work arrangements
- Access to an Employee and Family Assistance Program
- A passion for investing in our workforce through continuous learning and development

About the Role:

We are searching for a conscientious and detail-oriented individual to join our team. As the **Deputy Clerk**, reporting to the Manager, Legislative Services/Clerk, you will assist in performing the statutory duties of the Clerk as set forth in the applicable provincial legislation. You will assist with the day-to-day operations of the Clerk's Division and carry out responsibilities in the following areas: Council and committee meetings; act as Accessibility Coordinator; by-law coordination; communications; business licensing; and Commissioner of Oaths and Vital Statistics.

Key Responsibilities:

- Coordinate and oversee preparation of Council/Committee meeting agendas and meeting notices.
- Attend and record the proceedings of Council/Committee meetings and oversee preparation and distribution of minutes of the meetings and ensure completion of follow-up correspondence arising from the meetings.
- Facilitate the timely submission of staff reports and presentations with departmental staff.

- Conduct research and analysis for report by-law, policy and resolution preparation.
- Interpret by-laws, resolutions, policies and procedures for staff and the public.
- Serve as the Accessibility Coordinator including overseeing and co-ordinating the implementation of the Accessibility for Ontarians with Disabilities Act (AODA).
- Assist with the planning, organization and delivery of the Municipal Election in coordination with the Manager, Legislative Services/Clerk.
- Serve as the Heritage and Accessibility Committee Staff Resource and Secretary and ensure compliance with the Ontario Heritage Act.
- Assist the Clerk with special projects and initiatives relating to policy, procedures and program development, including research of legislation, regulations, provincial policy and municipal best practices.
- Prepare and process offers to purchase and sale of municipal property, lease agreements, licences of occupations and easements.
- Act as Deputy Division Registrar for births, deaths and marriages and ensure compliance of business licenses, taxi licenses, lottery licenses and animal licenses.
- Oversee the Animal Control Program and work with pet owners to ensure compliance with the Animal Control By-Law.
- Serve as the Commissioner of Oath.
- Assume the duties of the Clerk in the absence of the Manager, Legislative Services/Clerk.

Competencies and skills you bring to the role:

- **Adaptability:** You can adapt efficiently and effectively in response to new processes and changing circumstances.
- **Attention to Detail:** You have strong attention to detail by exhibiting thoroughness and accuracy in accomplishing a task.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing.
- **Confidentiality:** You respect and maintain confidentiality and exhibit professionalism in all interactions.
- **Interpersonal:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Organizational:** You are highly organized, and you can process detailed information effectively and consistently.
- **Ownership:** You take pride in the work that is accomplished and understand the function of tasks within the larger picture of the organization. You ensure deadlines are met and work is completed properly.
- **Professionalism:** You demonstrate professional standards of conduct when governing interactions between individuals in a business environment.
- **Time Management:** You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.

**Education and Training:**

- Post-secondary diploma or degree in Business or Public Administration, Political Science, Law, or related field.
- Successful completion of the Municipal Administration Program is an asset.
- Certified Municipal Officer designation is an asset.
- Membership in the Association of Municipal Managers, Clerks, and Treasurers of Ontario is preferred.

Experience and Knowledge:

- Minimum five (5) years' experience of relevant work experience.
- Experience with iCompass and Laserfiche is an asset.
- Thorough knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy of Act, Municipal Elections Act, Accessibility of Ontarians with Disabilities Act, Planning Act and other legislation affecting municipalities.
- Proficient working knowledge of Microsoft Office programs (Excel, Microsoft 365, Word) and thorough knowledge of office procedures and office equipment.

Application Process:

If you're interested in joining our team, click the "Apply now" link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply now!](#)

Application deadline: November 30, 2022 at 4:30 pm

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.