



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

**Deputy Clerk**  
Permanent Full-Time  
35 Hours per week  
Job # 2018-04

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The Corporation of The Town of New Tecumseth is seeking a positive, team-oriented individual to fill the position of Deputy Clerk. Reporting to the Clerk/Director of Administration, this position coordinates the activities of the Administration Business Unit of the Clerks/Administration Services Department by supervising the administration staff responsible for Records Management, Freedom of Information, Customer Service, Council committees and Crossing Guards. This position assists the Clerk and in their absence, performs the necessary statutory duties of the Municipal Clerk as defined in the Municipal Act and other acts of the Province of Ontario.

**Qualifications:**

- Post-Secondary education in Business Administration or related subject and the AMCTO's Municipal Administration Program. Designation as a Certified Municipal Officer (CMO) is an asset.
- At least five (5) years' experience in the Municipal Clerk's Office with a minimum of two (2) years as either a Deputy Clerk or Senior Assistant to the Clerk or related education and experience acceptable to the municipality.
- Previous supervisory experience.
- A thorough understanding of the workings of municipal government with the ability to interpret policies and regulations with regard to the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Planning Act, municipal by-laws and other Provincial/Federal legislation relevant to the position.
- Management skills for budget preparation, decision making, project management and delegation.
- Thorough understanding and experience with electronic agenda software, systems and processes to prepare reports, agendas, minutes, Mayor's notes, train staff, etc., as well as municipal elections programs.
- Exceptional interpersonal skills required to deal with the public, government agencies, staff, directors and Council regarding sometimes controversial and often politically sensitive issues.
- Excellent organizational skills to be able to prioritize work to ensure accuracy under strict and tight deadlines while meeting all legislative requirements.
- Attendance at night meetings on a regular basis.

**Salary Range:** \$71,791.72 - \$89,614.98

**Start Date:** ASAP

**Please submit your cover letter and resume in Word or PDF format to [careers@newtecumseth.ca](mailto:careers@newtecumseth.ca) no later than 4:30 pm on January 25, 2018  
Please quote competition #2018-04 in the subject line of your email.**

We thank you for your interest, however; only those selected for an interview will be contacted.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

[www.newtecumseth.ca](http://www.newtecumseth.ca)