



MUNICIPALITY OF SOUTHWEST MIDDLESEX Deputy Clerk

The Municipality of Southwest Middlesex is seeking qualified applicants for the position of Deputy Clerk.

Reporting to the Clerk, the Deputy Clerk is responsible for ensuring open and transparent government by assisting the Clerk and acting as their Designate when required. The Deputy Clerk is responsible for ensuring all decisions of the municipality are made within legislative provisions, policies and bylaws respecting the roles and responsibilities of local government and ensuring the fulfillment of statutory legislative duties. The Deputy Clerk is responsible for assisting the day-to-day operations of administration and carrying out responsibilities in functional areas, including: records management, council and committee services, by-law coordination, communications, licensing, vital statistics, planning, drainage and administration of by-law enforcement.

The successful candidate should possess:

- Post-secondary education in public administration, records management, communications and/or business, or a related mix of education and experience
- A minimum of 3 years' experience in a municipal environment
- Public administration courses and/or parliamentary procedures are considered an asset
- Completed or working towards an AMCTO designation is considered an asset.

This is an in-office, 35-hour/week permanent position located at our Municipal Office at 153 McKellar Street in Glencoe. The salary range for this position is \$70,335 - \$82,282 (2024) and includes enrollment in the OMERS pension plan and comprehensive healthcare benefits.

Interested candidates are invited to email their cover letter and resume in PDF format to Kendra Kettler, Clerk, by 4:30 PM on May 21, 2024. Please send the email to kkettler@southwestmiddlesex.ca and include "Confidential – Deputy Clerk" in the subject line.

We thank each applicant for taking the time and effort to submit their cover letter and resume, however, only candidates to be interviewed will be contacted. The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.

The Municipality of Southwest Middlesex is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Should you require any special accommodations to apply for a position or interview for a position with the Municipality of Southwest Middlesex, we will endeavor to make such accommodations.