

TOWNSHIP OF WEST LINCOLN DEPUTY CLERK

The Township of West Lincoln is seeking a highly motivated individual who will be responsible for the provision of Council/Committee secretariat services and administrative support for the day-to-day operations of the Clerk's Department, including the supervision of subordinate staff, and providing assistance and backup support to the Clerk.

Key duties and responsibilities include preparation of agendas/by-laws/resolutions for Council/Committee meetings, responding to inquiries from Council, staff, residents, businesses and other levels of governments/agencies; attending evening Council/Committee meetings, minute taking, report writing, assisting with coordination of municipal elections, acting as Deputy Returning Officer; performing records management functions; coordinating staff development and supervision; conducting research and drafting policies/procedures, preparing and monitoring department budgets; and performing the statutory duties of the Clerk in her absence. Additionally, under the direction of the CAO, provide comprehensive administrative support, advice, consultation, facilitation and information on a variety of human resources issues. Assist in the recruitment, departures, and performance management. Manage sensitive and confidential personnel relation matters and protecting the security of information, data and files.

This position requires a degree or diploma in public administration or related field or equivalent combination of education and experience as well as knowledge of Municipal Administration, Human Resources, the Municipal Act of Ontario, the Municipal Freedom of Information and Protection of Privacy Act, as well as other laws, standards, regulations applicable to the Municipal sector. Additionally, it requires a minimum of 3-5 years of experience along with strong interpersonal, communication, planning, time management and organizational skills. Presentation skills and demonstrated ability to anticipate the needs of elected and appointed officials would be an asset as well as an AMCTO or CMO designation and an interest and training in Human Resources.

The Township of West Lincoln offers an attractive benefits package and salary. The current salary range for this position is \$56,552 to 70,793. Interested applicants are invited to submit a letter of application outlining their qualifications and experience, as well as a detailed resume no later than Monday, July 23, 2018 at 4:30 p.m. to the attention of:

Joanne Scime, Clerk
Township of West Lincoln
318 Canborough Street, P.O. Box 400, Smithville, ON L0R 2A0
Fax (905) 957-3219 or by email jscime@westlincoln.ca

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.