



THE CORPORATION OF THE VILLAGE OF SUNDRIDGE
REQUIRES A
Deputy Clerk

The Village of Sundridge is inviting applications for the position of Deputy Clerk. "Sunny" Sundridge is located in the heart of Almaguin Highlands, along the shores of Lake Bernard.

Reporting to the Clerk Administrator, the Deputy Clerk will assist with all statutory duties of the Municipal Clerk as defined in the Municipal Act and other Acts and legislations. You will be responsible for professional and statutory support to the Clerk Administrator. The key duties included but not limited to assisting with the coordination of council and committee agendas and minutes, preparation of reports, by-laws and resolutions, assist the Clerk Administrator with maintaining the corporate records management system, assist the Clerk Administrator with the Municipal Elections, update various policies and procedures, provide statutory notifications for Freedom of Information and Privacy Act (MFIPPA) requests, and Commissioner of Oath and Affidavits. In the absence of the Clerk Administrator, you are required to perform all duties of the Clerk.

Attendance at Council or committee meetings and recording of all official records of the Municipality may be required.

The ideal candidate will possess the following qualifications:

- AMCTO Municipal Administration Program or relevant training.
- A minimum 3 years' experience in a comparable role within a Municipal Clerks department.
- Thorough working knowledge of relevant legislations and regulations including the Municipal Act, Vital Statistics Act, Elections Act, Accessibility for Ontarians with Disabilities Act, Council Code of Conduct and Procedural by-law.
- AMCTO Municipal Administration Program or relevant training.
- Familiar with TOMRMS electronic filing system
- Ability to work effectively with members of Council, staff, and the public.
- Excellent administrative, report writing, communication, and customer service skills.
- Experience in a computerized environment and working knowledge of Microsoft Office, Internet and experience with Munisoft an asset.
- Commit to personal and professional development.
- Valid class G drivers licence and reliable vehicle

This is a permanent full-time position based on 35 hours per week with a competitive wage and benefit package.

FOR A FULL JOB DESCRIPTION, PLEASE VISIT: www.sundridge.ca

Qualified candidates are encouraged to submit a detailed cover letter, resume and references by email only referencing "Deputy Clerk" no later than February 21, 2019 at 4:00 PM.

Email: naustin@sundridge.ca

We thank all applicants for their interest but only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Village of Sundridge is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.