



The Corporation of the Township of Otonabee South-Monaghan
Requires a
Deputy-Clerk

The Township of Otonabee South-Monaghan has an immediate opening for a "**Deputy-Clerk**", position on a full-time basis 35 hours/week – Monday to Friday – 8:30am to 4:30pm.

Position Overview:

Reporting to the CAO/Clerk, the Deputy-Clerk will be responsible for providing support in the performance of the statutory duties of the Clerk, as set out in the Municipal Act, 2001 or any other provincial legislation, and is responsible for the day-to-day requirements in the areas of records management, council services, animal control, lottery licensing, vital statistics and serves as Deputy-Returning Officer for Municipal Elections.

The Township is seeking a motivated, results-oriented individual to join our team. The ideal candidate will have attained at least post-secondary education related to business, political-science or public administration, plus municipal training/designation or an equivalent of education, training, and experience plus completion of the Municipal Administration Program. An Accredited Municipal Professional (AMP) will be considered an asset, as well as (3) three years progressively related experience in administration and parliamentary procedures, preferably in a municipal setting. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint.

The full job description is available on the Township website at www.osmtownship.ca/jobs, salary range is \$55,185 - \$65,704. Qualified applicants are invited to submit a detailed resume, outlining qualifications, and related experience by email with "**Application for Deputy-Clerk**" in the subject line **no later than 4:30 pm on Wednesday, March 20, 2024 to the attention of Human Resources by email at hr@osmtownship.ca.**

We thank all applicants who apply for this position but advise that only those applicants selected for an interview will be contacted. In accordance with the Municipal Freedom of Information & Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 as amended and will be used for purpose of candidate selection. The successful candidate will be required to provide a clean criminal records check prior to acceptance of any written acceptance of a job offer. The Township of Otonabee South - Monaghan is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Township of Otonabee South - Monaghan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. If contacted for an employment opportunity, please advise if you require accommodation.