



# Job Posting DEPUTY CLERK

**Job Posting #: 2024 – 02**  
**Annual Salary: \$74,602 - \$87,269**  
**Location: Hamilton Township Office**

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better everyday by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for the position of **Deputy Clerk**.

## **Main Responsibilities**

### Council & Committee Support

- Fosters and maintains a positive, supportive work environment that promotes teamwork and collaboration with other staff.
- Assists the Director of Corporate Services/Municipal Clerk in the performance the statutory duties of the Clerk under the Municipal Act and other applicable legislation.
- Prepares under the direction of the Municipal Clerk/ Director of Corporate Services reports, agendas, minutes, resolutions, by-laws, and all resulting action of Council.
- Conducts research and drafts reports, memos, policies, procedures, media releases, correspondence and other similar documents.
- Assists with the effective and efficient management of the Council secretariat functions of the Clerk and attends Council and applicable committee meetings as assigned.
- Prepares, posts and distributes Council/Committee/Board agendas and agenda packages, ensuring that stipulated notice of all meetings is provided; and,
- Functions as recording secretary and coordinates delegation requests, ensuring that delegates receive appropriate support and guidance.
- Facilitates the public process, ensuring fair, open, and accountable practices for open and closed session meetings with transparency and professional integrity.

### Administration & Communications

- Prepares external communications including responses to the media and public utilizing media releases, the municipal website, email blasts, social media, newsletters, Council highlights, etc.
- Under the direction of the Director of Corporate Services/Municipal Clerk, assists in the development of corporate communications to support strategic initiatives.
- Reviews municipal procedures, policies, documents, and communications tools, etc. to assist the Senior Management Team in ensuring compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and other related legislation, submits the annual report to Provincial Ministries as required and supports the coordination of required training to achieve compliance.
- Supports the senior staff in developing questionnaires, surveys, reports, and public engagement.
- Regularly reviews the municipality's website to ensure content remains up to date.

### Legislation and Licensing

- Deputy issuer of Marriage licenses, Deputy Division Registrar, Lottery License Officer, and Commissioner of Oaths.
- Coordinates administration of municipally maintained cemeteries, including the purchasing and assignment of plots, maintain cemetery records, and completing regular reports for the Ministry of Government Services.
- Coordinates the review and approval of municipal lottery license applications, liquor license applications and other similar licensing applications in accordance with legislation.

### **Main Responsibilities cont'd:**

- Performs the role of Commissioner in the administering of oaths, declarations and taking of affidavits in accordance with legislation as assigned.

### **Information/Records Management**

- Supports the Director of Corporate Services/Municipal Clerk in the fulfillment of legislative responsibilities through the coordination of requests, responses and the appropriate release or review of municipal records under the Municipal Freedom of Information and Protection of Individual Privacy Act (MFIPPA).
- Maintains confidentiality in accordance with the MFIPPA and applicable policies.
- Administers the management of records in accordance with The Ontario Municipal Records Management System (TOMRMS) standards, coordinating the digitization/destruction of municipal documents in accordance with policy & legislation, maintaining indexes of records, by-laws, resolutions, correspondence, deliberations, and agendas/minutes of Council.

### **Elections**

- Assists in the coordination and implementation of Municipal and School Board elections including fulfilling the statutory duties of Deputy Returning Officer as assigned under the Municipal Elections Act.
- Assists with Council orientation and inauguration.
- Assists with updating and preparing the Voters List.

### **Education and Experience Required:**

- Highschool Diploma or equivalent education
- University degree in Public Administration, Records Management, Communications or related discipline.
- Willingness to obtain Certified Municipal Officer (CMO) designation or equivalent.
- Three (3) to five (5) years of progressive municipal experience.

### **Specialized Skills Required:**

- Working knowledge of relevant legislation, regulations and statutes including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, and other applicable statutes and regulations.
- Direct experience with Municipal Council procedure, governance and municipal election functions.
- Demonstrated proficiency with electronic applications for agenda management, records management and election management.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Political astuteness, tactfulness, with a knowledge of municipal government processes and parliamentary procedure.
- Strong verbal and written communication skills.
- Excellent organizational skills, with the ability to multitask in a busy environment with a proven focus on service delivery.

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

**Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of [hr@hamiltontownship.ca](mailto:hr@hamiltontownship.ca) by 4 pm on Friday, April 19, 2024.**

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.