



is currently accepting applications for the position of

Legislative Services Deputy Clerk Full-Time 35hrs/week

The Township of Guelph/Eramosa is a vibrant rural and small urban municipality located at the south end of Wellington County which includes the settlement areas of Rockwood, Eden Mills, Everton, Ariss, Marden and Cross Creek. Our small but dedicated team is currently providing in-person services to both Council and the public.

Reporting to the Director of Legislative Services/Clerk, the primary duties of this position include:

- Respond to phone calls and counter inquiries relating to the Legislative Services Department
- Prepare agendas, by-laws and resolutions for all Council and Committee of Council meetings
- Attend Council, Committee and Public Meetings to take minutes and prepare minutes for distribution
- Prepare background research, draft reports and by-laws for Clerk/Director of Legislative Services
- Act as the secretary for the Township's Heritage Committee
- Serve as Assistant Deputy Returning Officer for municipal elections
- Assists Councillors, Departments and public in researching information and by-laws.
- Overall management of the Township's records management program
- Manage and administer the Freedom of Information process to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act
- Designated alternate Community Emergency Management Coordinator
- Support the Clerk/Director of Legislative Services with the Corporate Communications including all social media platforms, the annual community guide and the Township's website

The successful candidate shall possess a University Degree or Community College Diploma in Public Administration, Local Government, Business Administration or an equivalent combination of education and experience. Completion of or working towards the Municipal Administration Program through the Association of Municipal Managers, Clerks and Treasurers of Ontario is considered an asset.

Minimum of 5 years progressive experience in a Municipal Administration environment is preferred. Organizational skills, proficient verbal and written communication skills and the ability to deal with the public in a courteous and effective manner; ability to work independently and in a team environment; flexible with work hours and the capability to perform multiple tasks in a fast-paced environment is required for this position. Familiarity with municipal legislation, including but not limited to the *Municipal Act*, *Municipal Conflict of Interest Act*, *Municipal Act and Planning Act* is also a requirement.

The salary range for this position is \$35.40 to \$41.65/hour.
The Township also offers a comprehensive pension plan and benefit package.

**Applicants are invited to submit the required information
no later than 4:00p.m., Thursday, August 11, 2022.**

How to Apply: Send your cover letter and resume (in pdf format) by email to humanresources@get.on.ca or by mail to 8348 Wellington Rd 124, Rockwood, ON, N0B 2K0
Please indicate the position you are applying for in the subject line

A complete job description is located on our web site at www.get.on.ca

We thank all applicants and only candidates selected for an interview will be contacted.

The Township of Guelph/Eramosa is an equal opportunity employer, committed to diversity and inclusivity in employment and committed to a barrier-free workplace. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.