



## **THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE CAREER OPPORTUNITY - DEPUTY CLERK**

The Township of Uxbridge, located in the Region of Durham, approximately 75 kilometers from Downtown Toronto, offers an excellent quality of lifestyle, with a mix of rural and urban amenities and a population of 21,000, is seeking a dynamic, dedicated, results oriented self-starter to fill the full-time position of Deputy Clerk.

Reporting to the Director of Legislative Services/Clerk, the Deputy Clerk will assist in performing the statutory duties of the Clerk as set forth in the applicable provincial legislation. Specifically, the Deputy-Clerk will:

- co-ordinate and oversee preparation of Council/Committee meeting agendas and Meeting Notices;
- attend and record the proceedings of Council/Committee meetings and oversee preparation and distribution of minutes of the meetings and ensure completion of follow-up correspondence arising from the meetings;
- conduct research and analysis for report, by-law, policy and resolution preparation;
- function as the Township's Records Manager including leadership and direction on the ongoing implementation of the Corporation's electronic records management system;
- functions as the Accessibility Coordinator including overseeing and co-ordinating the implementation of the Accessibility for Ontarians with Disabilities Act;
- carry out the statutory notification procedures pursuant to the Planning Act;
- act as the Deputy Division Registrar to oversee the collection and recording of vital statistics, the issuance of marriage licences and performing marriage ceremonies;
- oversee the issuance of municipal licences and lottery licences;
- be responsible for assisting with the planning, organization and delivery of the Municipal Election in coordination with the Director of Legislative Services/Clerk;
- fulfill the legislative requirements of the Green Energy Act through data tracking, reporting and analysis;
- in the absence of the Director of Legislative Services/Clerk, assume the duties of the Clerk.

The ideal candidate will have the following qualifications:

- University degree in Public Administration, Political Science or a related field;
- 5 years of relevant supervisory experience in municipal government preferably within a Clerk's Department;
- A demonstrated knowledge of Provincial legislation and regulations including the Municipal Act, Municipal Elections Act, Planning Act, AODA and MFIPPA is a must;
- Excellent organizational, public relations, supervisory/management, research, written and verbal communication, report writing and presentation skills;
- Proven expertise in a variety of software packages including MS Word applications, Geographical Information Systems (GIS)/Arcview and electronic records management systems (previous experience with Laserfiche and e-SCRIBE is an asset);
- Ability to analyze, oversee and implement computer applications based on department/corporate needs in coordination with municipal consultants;
- The CMO, AOMC or AMP designation from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is preferred;
- The ability to work flexible hours and in a team-oriented environment is a must;
- A valid Ontario Driver's licence (Class G) with a clean abstract;
- Clear Criminal Background check.

**Salary Range:** \$73,432-\$85,906 (2022 Rate until March 30/2023), plus a comprehensive benefits package.

We thank all applicants and advise that only those to be interviewed will be contacted.

The Township of Uxbridge has implemented a mandatory vaccine policy for all its employees. The Township will comply with its human rights obligations, make exceptions for applicable medical conditions, and accommodate employees legally entitled to accommodation.

Qualified candidates are invited to submit their resumes, in confidence, to Debbie Leroux, Director of Legislative Services/Clerk, Township of Uxbridge Municipal Offices, 51 Toronto Street South, P.O. Box 190, Uxbridge, ON L9P 1T1 or email [dleroux@uxbridge.ca](mailto:dleroux@uxbridge.ca). Resumes will be accepted until **Friday, February 10<sup>th</sup>, 2023 at 4:30 p.m.**

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*