



The Corporation of the Town of Spanish Career Opportunity **Deputy Clerk**

Status: Permanent, Full Time

Rate of Pay: \$22.57/hr - \$32.63/hr (2021 Pay Band), to commensurate with qualifications. We provide a comprehensive benefit package.

Closing Date: Friday, January 28, 2022

Come work with us! Employment with the Town of Spanish offers an opportunity to make a positive difference in our community. We are a progressive organization that is focused on continuous improvement, innovation and providing exceptional customer service in a collaborative team environment.

Position Purpose: Responsible for providing administrative support to the CAO/Clerk-Treasurer. This position manages functions under the jurisdiction of the Clerk's Department and aspects of the *Municipal Act, Planning Act and Municipal Elections Act*, and By-Law Enforcement. This position will assist the CAO/Clerk-Treasurer in fulfilling the statutory responsibilities of the Clerk, including policy research and implementation, maintaining quality customer service, licensing, records management and cemetery administration.

Qualifications:

- University Degree or Diploma in Business Administration or Public Administration; equivalent education and experience will be considered
- An AMCTO designation or enrolment in or completion of the MAP Program would be considered an asset
- Previous municipal experience
- Strong interpersonal and public relations skills and ability to communicate effectively with staff, Council and the public
- Excellent communication, supervisory and organizational skills
- Research and report writing skills
- Must be detail-oriented and analytical
- Ability to remain calm while working under pressure; adaptable to change
- Capable of working independently and in a team environment

View full job description at www.townofspanish.com

How to Apply: Qualified applicants are invited to submit a detailed resume with cover letter indicating their qualifications that meet our requirements. Please apply in confidence, by **Friday, January 28, 2022 at 4 pm**, to CAO/Clerk-Treasurer, PO Box 70, 8 Trunk Road, Spanish, ON P0P 2A0 pamlortie@townofspanish.com

Committed to diversity and a barrier-free environment: The Town of Spanish is an equal opportunity employer and will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act through all stages of the recruitment and selection process.

In accordance with the *Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act, 2001, S.O. 2001, c. 25*, and will be used for the purpose of candidate selection.

COVID-19 Vaccination:

In accordance with the Town of Spanish COVID-19 Mandatory Vaccination Policy, new Town of Spanish employees are required to be fully vaccinated as a condition of hire, unless exempt for legitimate medical or reasons under the Human Rights Code.

We thank all candidates for their interest, however only those being considered will be contacted.