



Deputy Clerk

The Municipality of Central Huron is a friendly, vibrant community of over 7,800 with a unique mix of urban, agriculture and lakeshore. We offer diverse opportunities to live, work and play. We are currently seeking qualified applicants for the position of Deputy Clerk.

Reporting to the Clerk, this Senior Management position is responsible for the daily administration of the Clerk's Department including corporate Records Management, Licensing, Council and Committee meeting management, assisting with the coordination of Municipal Elections, and more. The Deputy Clerk supports the Clerk in the performance of all statutory duties in accordance with applicable legislation.

A job description for the position and information about the Municipality of Central Huron is available at www.centralhuron.com

The ideal candidate will have:

- Progressive experience in Municipal Government;
- Post-Secondary Diploma/Degree in Public Administration, Political Science, Law, Business Administration or related field;
- Completion of or working towards the AMCTO Accredited Municipal Professional, Diploma in Municipal Administration, Municipal Administration Program, or similar;
- Have knowledge of the Municipal Act, Municipal Elections Act, the Accessibility for Ontarians with Disabilities Act and any other related regulations/acts/statutes/legislation;
- Excellent organizational, communication and interpersonal skills.

This is a full time, 35-hour week position with evening meetings. Competitive salary with benefit package to commensurate with experience. We invite interested applicants to forward a covering letter and resume by noon (12:00 p.m.) Monday May 27th, 2024 in confidence, to:

Human Resources,
Box 400, 23 Albert Street, Clinton, Ontario N0M 1L0
or by email: humanresources@centralhuron.com

This is a non-union position in a union environment. Terms and Conditions of employment as per all Human Resources policies and procedures of the Municipality of Central Huron. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (519) 482-3997 ext. 1246. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. Personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.