



Employment Opportunity – Township of North Dundas

Deputy Clerk (Permanent Full-Time)

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre, and numerous community events throughout the year, including the popular Meet Me on Main Street event series.

Are you a detail-oriented professional with a passion for municipal administration? The Township of North Dundas is looking for a Deputy Clerk to join our team! This dynamic role offers the opportunity to support key corporate functions, assist in legislative responsibilities, and serve as a vital resource to Council, management, and the public. You'll play an essential role in records management, policy implementation, and ensuring smooth municipal operations.

If you thrive in a fast-paced environment, enjoy problem-solving, and have a keen eye for organization and governance, we want to hear from you! Interested applicants are encouraged to submit their resume and cover letter no later than 9:00 a.m. on Friday, April 4th, 2025 to:

Kirsten Froats – Human Resources
Township of North Dundas
636 St. Lawrence St.,
P.O. Box 489
Winchester, ON,
K0C 2K0
Email: careers@northdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodation to apply or interview for the position with the Township of North Dundas, we will endeavor to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION

JOB TITLE: Deputy Clerk	LAST REVISION DATE: January 31, 2025
REPORTS TO: Director of Corporate Services/Clerk	Approved by: Council
WAGE LEVEL: Grade 7 (\$73,185-\$87,125)	EFFECTIVE DATE: February 12, 2025

Position Summary:

The Deputy Clerk, reporting to the Director of Corporate Services/Clerk, plays a key role in supporting the Clerk by managing a variety of administrative and statutory duties. This position requires maintaining confidentiality and interacting professionally with employees, Council, management, and the public. The Deputy Clerk assists in fulfilling the Clerk's statutory responsibilities and acts as a backup in the Clerk's absence.

Responsibilities include managing electronic records, the complaint management system, and overseeing the drafting and review of documentation such as correspondence, reports, bylaws, and minutes. Additionally, the role involves supporting the Council functions, administering licensing and vital statistics, and contributing to annual report submissions. The Deputy Clerk also coordinates the corporate records management program and ensures the proper tracking, recording, and registration of contracts and agreements.

Position Qualifications:

- Post-secondary diploma or degree in Business Administration, Public Administration, Local Government, or a related discipline or an equivalent combination of education and experience.
- CMO designation or completion of the Municipal Administration Program from AMCTO would be an asset.
- Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook and Teams).
- 2-4 years' experience in an administrative role, preferably in a municipal environment is required.
- Excellent written communications and ability to proofread, edit and author documentation including: reports, bylaws and correspondence.
- Knowledge and understanding of Provincial statutes including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, municipal bylaws and policies and procedures as they apply to municipal government.
- Proven organizational skills to prioritize and complete tasks within appropriate time frames and work under pressure.
- Ensure a high level of respect for confidentiality and professional ethics.
- Ability to work with minimal supervision.
- Knowledge of Sharepoint, Access E11, Vadim Drupal, Wordpress and Zoom would

be considered assets.

Other Requirements:

- Valid Class G Driver's Licence.
- Satisfactory police criminal record check.

Position Description:

- Provide administrative support to the Clerk.
- Perform the statutory duties of the municipal Clerk in his/her absence.
- Compose/prepare external and internal correspondence, minutes, memos, reports, bylaws and other confidential documents and papers.
- Review, edit and/or author documents, reports, including staff reports to Council.
- Assist in coordination of Council meeting and conference schedules.
- Provide assistance to the Clerk in the review, editing, compilation and transmission of Council packages.
- Prepare and review tenders, leases and other agreements.
- Conduct background research and draft or amend policies and bylaws.
- Maintain Administration files and records systems and ensure that confidential, sensitive and restricted corporate information to which this position is privy is received/prepared, processed and protected.
- Maintain electronic complaints management system ensuring follow up on open files.
- Act as lottery licensing officer and commissioner of oaths.
- Assist with telephone reception as required.
- Performs related duties as assigned.

Working Conditions and Environment:

- Large volume of work with many deadlines.
- This position will be based at the North Dundas Municipal Office in Winchester, Ontario.
- Normal office hours are 35 hours per week, Monday through Friday with the exception of monthly Council meetings as required.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.