



Employment Opportunity
Deputy Clerk/Human Resources Coordinator
(Maternity Leave Coverage)

We invite you to become a part of our vibrant municipal team in Prescott, the historic Fort Town on the St. Lawrence River with convenient access to Ottawa, Montreal, and Toronto.

Position: Deputy Clerk/Human Resources Coordinator

Competition #: 01-2024

Type: Full-Time, Contract (Maternity Leave Coverage) – Non-Union

Reports To: Director of Administration/Clerk

Hours: 35 hours per week; Monday to Friday 8:30 a.m. to 4:30 p.m.

Duration: April 15, 2024, until approximately December 31, 2025

Rate of Pay: \$30.23 – \$34.02 per hour

Benefits/Pension: No

Position Scope

Supporting the Director of Administration/Clerk by providing administrative services statutory duties of the Deputy Clerk under the Municipal Act, Council coordination, Human Resources coordination, Records Management, website, media and social media maintenance, lottery licensing, marriage licensing, Prescott Cemetery administration, etc.

The ideal candidate will possess the following key qualifications:

- University degree or college diploma in Public Administration, Business Administration, or a related field, or an equivalent combination of education and experience. Postgraduate qualifications are highly desirable.
- Completion of the Municipal Administration Program through AMCTO
- Formal training in Municipal Administration with 3 years of experience working in a Municipal Clerk's Office would be an asset



- 3 years of experience working in a municipal environment
- Thorough knowledge of applicable Provincial and Municipal legislation; meeting procedures, including Parliamentary procedures; drafting by-laws, resolutions, agendas, minutes, etc.
- Excellent interpersonal and public relations skills, with a focus on customer service excellence.
- Excellent written and verbal communication skills.
- A satisfactory police record check will be a condition of employment

A detailed job description for this position can be accessed at www.prescott.ca

Please email your detailed resume and covering letter, in confidence, by the closing date to: hr@prescott.ca. Please indicate competition number 01-2024 and position title in the subject heading.

Closing date: Friday, March 8, 2024, at 4:00 p.m.

We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.