

Town of Caledon

make a difference



Job Title: Deputy Clerk

Closing Date: August 26, 2024

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Municipal Clerk this role is responsible for the administration and management of the Town's Council and Committee services, fulfills the obligations of the Town Clerk in their absence, oversees projects and assists with the administration and management of the municipal elections process. As the Deputy Clerk, you will perform the following duties, including but not limited to:

- Perform statutory / regulatory duties of the Town Clerk in their absence
- Assist Municipal Clerk in meeting statutory requirements in accordance with provincial and federal legislation, including the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act and the Accessibility for Ontarians with Disabilities Act
- Lead and support agenda and meeting management of Council, its various committees, including advisory committees and administrative tribunals
- Support the Municipal Clerk with the preparation and distribution of the Council and Committee agendas, minutes and associated materials
- Participate in the preparation of motions, reviewing recommendations in staff reports and by-laws in conjunction with senior leadership and staff
- Attend Council and Committee meetings, record, prepare and distribute minutes; provides objective advice on agenda matters, rules of procedures and protocol with guidance from the Municipal Clerk
- Lead special projects as assigned
- Assist with the organization and execution of by-laws and legal instruments as required by statute/regulation
- Assist with the preparation of Council orientation and deliver training as applicable
- Assist with the Town's complaint process as it relates to the Office of the Integrity Commissioner



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

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- Maintain highly effective working relationships with elected officials, all levels of Town management, other government officials, community stakeholders and agencies and the public
- Provide direction and advice to boards, committees and task forces
- Assist the Returning Officer with the complete coordination and management of municipal elections and by-elections
- Research and prepare reports and by-laws to Council and Committees of Council making recommendations regarding policy initiatives related to divisional services and special projects, as directed
- Consult and liaise with external agencies, committees, boards, internal departments and divisions, stakeholders and the general public on legislation and policy initiatives
- Attend and make presentations as required to Council and its Committees
- Interact with elected officials and citizen members of all committees to provide advice that ensures compliance with Procedure By-law and Town business is achieved in an efficient and effective manner
- Create a service-oriented culture with a focus on teamwork
- Provide exceptional front-line service as the designated official for executing the services as the Town's Commissioner of Oaths and Affidavits
- Maintain the list of Town designated Commissioner of Oaths
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a municipal professional with minimum education, training and/or knowledge in the above, normally acquired from a post-secondary degree in Public Administration or Political Science or closely related field. Certification in educational programs offered by AMCTO are an asset. Certification in management related educational programs is also an asset

The ideal candidate will have a minimum three (3) years related experience in the municipal sector as a member of a Clerk's office, with at least 1 to 2 years of management experience, working knowledge of the Municipal Act and processes related to Council/Committee Services and municipal elections, and Demonstrated political acuity. Specialized knowledge and proficiency in electronic agenda management systems (such as eScribe), Electronic Document Management Systems and hosting virtual meetings using tools such as WebEx is considered an asset.

The successful candidate for this role will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 to \$106,743.45 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **August 26, 2024 12:00PM.***



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How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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