

The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity

Deputy Clerk - Lottery Licensing Officer

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Deputy Clerk - Lottery Licensing Officer."

Position Summary:

Reporting to the Director of Legal and Legislative Services, the Deputy Clerk – Lottery Licensing Officer is responsible for providing a full range of legislative services for the Municipality of Strathroy-Caradoc. Key responsibilities include compiling agendas, recording and preparing minutes, by-law development, and preparing follow-up correspondence for Municipal Council and Advisory Committees and Boards. Additionally, this role includes supporting municipal elections, issuing marriage licences, statistic registration, responding to public inquiries, and assisting with records, insurance, MFIPPA, and administrative duties of the Clerk in accordance with the Municipal Act and all relevant Acts, Statutes, By-laws and procedures.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

Deputy Clerk Duties and Responsibilities:

- Performs the statutory duties of the Deputy Clerk and acts as the Municipal Clerk in their absence.
- Assists with the discharge of the statutory and legislative responsibilities as authorized by Council and as prescribed in Provincial Legislation, including but not limited to: legislative research, by-laws, records management, agenda and minute preparation, communication protocols, access to information and protection of privacy matters.
- Assists with the preparation and distribution of agendas, by-laws, background material and all related correspondence for Council and the distribution of same prior to meetings.
- Attends Council meetings to assist the Clerk in the preparation of minutes, including the accurate recording of all resolutions, decisions and other proceedings of Council, and coordinates technology requirements.
- Assist with the coordination, filing, and tracking of corporate agreements, by-laws, reports, and data for purposes such as compliance, reference, prudence and relevance.

- Prepare background research and draft reports and by-laws for the Clerk.
- Acts as the Recording Clerk for Advisory Committees and Boards in an advisory/administrative support role and is responsible for preparing, publishing, and distributing agendas in consultation with the Chair, attending Committee and Board meetings for the purpose of taking minutes and providing administrative support.
- Acts as Deputy Issuer of Marriage Licences and Deputy Division Registrar for Vital Statistics, and Commissioner of Oaths.
- Assists in all aspects of the preparation and coordination of municipal and school board elections.

Program Coordination Duties and Responsibilities:

- Responsible for the management of the Municipality's Licensing programs, i.e. Lottery and Taxi
- Responsible for the Administration and management of the Parking Division program
- Responsible for assisting with the Municipality's Crossing Guard Program

Department Administrative Support & Other General Duties and Responsibilities:

- Provides customer service support and responds to public inquiries regarding various municipal initiatives and activities.
- Provides routine administrative and clerical support to the Legal and Legislative Services Team and administrative support to Council including circulation of notices and applications (i.e. road closures, noise exemptions), maintaining inventory, conference/seminar registration, travel accommodation arrangements, document tracking, receipts, and maintaining contact lists.
- Supports other departmental responsibilities, including MFIPPA response, the municipal records management program, cemetery administration, and animal control as required

Qualifications:

- University degree or college diploma in Public Administration, Business Administration, or a related field, or an equivalent combination of education and experience.
- Three (3) years of experience working in a municipal environment.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Thorough knowledge of applicable Provincial and Municipal legislation; meeting procedures, including Parliamentary procedures; drafting by-laws, resolutions, agendas, minutes, etc.
- Excellent interpersonal, written, oral and public relations skills, with a focus on customer service excellence;
- Ability to consistently maintain a high degree of confidentiality;
- Capacity to effectively manage multiple, concurrent priorities in a fast-paced environment;
- Ability to establish and maintain positive working relationships among multiple stakeholders;
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures;
- Must have a valid class "G" Ontario Driver's license with a satisfactory driver's abstract;
- Ability to work successfully with a team or independently;
- Provide a satisfactory Vulnerable Sector Check prior to starting employment;
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 5 – \$68,231.80 to \$85,285.20 per year (2025 rates) (Currently under review)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing Vacancy

Closing Date: June 6, 2025 @ 4:00 PM

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.