



CLEARVIEW
TOWNSHIP

Deputy Clerk

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time (35 hours per week) Deputy Clerk. This position is an in-office position, and the location of work is onsite at the Township's Administration Centre, 217 Gideon Street, Stayner.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

Key Accountabilities:

Reporting to the Director of Legislative Services / Municipal Clerk, the Deputy Clerk is responsible for overseeing the day-to-day operations of the Clerk's Department and carrying out responsibilities in the following functional areas: Council, Committee and Board services, licensing and vital statistics, cemetery operations, and Municipal and School Board Elections. Key responsibilities include providing legislative, administrative, and procedural information, advice, and recommendations to Council, municipal staff, consultants, businesses, and the public, as well as responding to enquiries and liaising with the public and various Government agencies and Ministries, regarding Municipal functions, processes, and departmental responsibilities. Responsibilities also include managing the Clerk's Department administrative functions, supervising positions within the Clerk's Department, and other duties as may be assigned in accordance with Departmental and Corporate Objectives.

Qualifications:

- Recognized post-secondary Degree or Diploma in Public or Business Administration, or related discipline, together with a minimum of three years of municipal experience.
- AMCTO Municipal Administration Diploma, or willingness to obtain the Diploma.
- AMCTO Membership or eligibility for full membership in the AMCTO.
- Demonstrated and thorough working knowledge of legislation related to municipal government, strong knowledge of Committee and Council procedures and protocol, and ability to draft by-laws, agreements, and legal documents.
- Excellent administrative, organizational, multi-tasking, interpersonal, report writing, problem-solving, minute-taking, and agenda creation skills.
- Thorough working knowledge of Microsoft Office applications, records management tools, and software.
- Ability to demonstrate tact and discretion, as well as dignity and respect, in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Managerial skills with the ability to tactfully supervise employees in the Clerk's Department.
- Flexibility to work evenings to attend Council and Committee & Board meetings as required, and occasional weekends to attend special events, functions, or meetings.
- Ability and willingness to travel within the community and out of town as required.
- Valid Class "G" Driver's License with dependable personal transportation.

Salary:

Salary range offered for this position is \$75,265 to \$92,399 per year, plus a competitive benefits package.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2025 - 036** to Human Resources **by October 13th, 2025**, to: hr@clearview.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please visit: www.clearview.ca