



POSITION: **DEPUTY CLERK/ EA to MAYOR & CAO**

POSITION SUMMARY: Under the direction of the Township's Clerk, the *Deputy Clerk/ Executive Assistant to the Mayor/ CAO* is a dynamic and specialized leadership role offering the opportunity to drive a major organizational transformation while serving at the heart of municipal leadership. The successful candidate will be highly organized, strategic, discreet and able to spearhead the implementation of our new, municipality-wide Records and Information Management (RIM) program. Operating within the governance structure of the Clerk's department, this project is the role's top priority in the first year. Upon successful deployment, the position will retain permanent responsibility as the designated RIM Program Lead, ensuring ongoing compliance and best practices, while prioritizing the daily demands of supporting the Chief Administrative Officer (CAO) and the Mayor.

REMUNERATION: \$82,453 - \$96,458 (2025 rates)

START DATE: Monday, January 12, 2026.

CORE DUTIES INCLUDE:

A. Strategic Records and Information Management (RIM) Leadership (Initial Priority)

1. **Program Architecture & Design:** Maintain and support the Township's RIM program, including the TOMRMS-based records classification and retention schedule, for the lifecycle of all paper and electronic records.
2. **Implementation & Rollout:** Direct and manage the systematic rollout of the approved RIM program across all Township departments, ensuring seamless integration with existing operational procedures and technology platforms. Oversee, facilitate and monitor the transition of records from hard copy to compliant digital formats in keeping with the RIM initiative.
3. **Governance & Compliance:** Maintain the formal RIM governance framework under the direction of the Clerk, ensuring ongoing municipal accountability, transparency, and readiness for audits and legislative changes (e.g., FOI/privacy legislation). Establishes a policy and procedure for the secure disposal of records that have reached their established legal retention periods.
4. **Change Management & Training:** Develop and deliver mandatory training and communications to staff at all levels to ensure organization-wide adoption and adherence to the new RIM standards and best practices.



B. Core Executive Support and Municipal Administration (Ongoing Priority)

1. **Executive Office Management:** Provide confidential, high-level administrative and organizational support to the Chief Administrative Officer (CAO) and the Mayor, managing complex calendars, correspondence, meeting preparation, and travel arrangements.
2. **Council and Committee Support (Deputy Clerk):** Assist the Clerk with duties related to Council operations, including preparation of by-laws, resolutions, agenda materials, and minutes, and providing legislative advice to Council and staff as required. Assist the Clerk with processing requests for information under MFIPPA, as well as the maintenance and oversight of corporate records, by-laws, and other municipal documents in alignment with records management policies and legislative requirements. Assist the Clerk in municipal election planning and administration, including managing voter lists, election staffing, and ensuring compliance with municipal and provincial election requirements. Assist the Clerk in the research, drafting, and review of Township by-laws, policies, and procedures to support effective municipal governance.
3. **RIM Program Maintenance (Permanent Lead):** Serve as the designated RIM Program Lead post-deployment, monitoring compliance, managing program audits, troubleshooting records management issues, and continually updating policies to reflect best practices and legislative changes.
4. **Information Flow and Discretion:** Act as a central, discreet liaison point between the CAO, the Mayor, Council, Department Heads, and external stakeholders, ensuring a timely and sensitive flow of critical information and maintaining strict confidentiality.
5. **Human Resources and Communications Support:** Provide administrative support to the Manager, Strategic Communications, HR and Government Relations, as needed.
6. **Special Projects and Research:** Conduct complex research, prepare analytical reports, and manage special cross-departmental projects as assigned by the CAO or the Clerk.

QUALIFICATIONS:

- Post-secondary degree or diploma in Public Administration, Business Management, Records and Information Management, Library Sciences or a related field.
- Minimum two (2) years in a municipal or similar government setting providing confidential, administrative support.
- Experience in project management and change management is considered an asset.
- Demonstrated experience in leading and managing large-scale, cross-functional projects, specifically the design and implementation of a Records and Information Management (RIM) program, is an asset.
- Impeccable verbal and written communication skills, necessary for drafting official correspondence, reports, and interacting effectively with the Mayor, CAO, Council, and the public.
- Developed time management, organizational, documentation and decision-making skills.



- Strong attention to detail and ability to maintain a high degree of accuracy; strong presentation and training skills.
- Experience with database management, electronic document/records management system technology.
- Results-driven, customer service-oriented approach to dealing with internal and external parties with discretion and diplomacy.
- Proven experience in roles requiring strong attention to detail and a high degree of accuracy while managing competing priorities and tight deadlines.
- Proven ability to exercise sound judgment, tact, and absolute discretion when handling sensitive and confidential information.

Those requiring additional position-specific information may contact Amber Chrastina, Clerk.

Qualified candidates are invited to apply online at <https://www.wainfleet.ca/careers> or to submit a resume with a cover letter to the HR Manager by email at careers@wainfleet.ca.

The Township of Wainfleet is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca, if you need assistance. Personal information collected will be used per the Municipal Freedom of Information and Protection of Privacy Act for candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. No phone calls, please. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.