



Woolwich Township Job Posting

Date: August 21, 2026
Position: Deputy Clerk
Positions Available: One (1) Temporary Full Time

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Corporate Services is seeking one (1) Temporary Full-Time Deputy Clerk up to 13 months due to a leave of absence.

Purpose of the Position and Profile

The Deputy Clerk will be responsible for leading the operations of the Clerk's Division and perform all statutory duties of the Clerk in their absence.

Responsibilities:

- Lead the Clerks Division, including budget preparation and monitoring, policy and procedure development, staff supervision, customer service oversight, and responding to public inquiries and escalated political issues.
- Support municipal elections by assisting the Clerk with all aspects of election planning and administration.
- Oversee Council and Committee Secretariat services, including meeting attendance and minute-taking, agenda and meeting package preparation, public notices, procedural support, and effective use of the Township's electronic agenda software.
- Lead the corporate records management and privacy program, including administration of the Township electronic document management system, records research, Freedom of Information requests, records retention and disposition, digitization initiatives, maintenance of the Records Retention By-law, privacy advice, and privacy impact assessments.
- Coordinate legislative matters by monitoring legislative changes, coordinating reports to Council and the Senior Management Team, and developing and delivering training on legislation and legislative amendments affecting the Township.
- Oversee Clerks customer service programs, including civil marriages and marriage licences, burial permits and death registrations, the Ontario Wildlife Damage Compensation Program, and related statutory services. Serves as Commissioner of Oaths and Deputy Division Registrar.
- Coordinate accessibility services and oversee the Township's participation in the Accessibility Advisory Committee.
- Provide corporate support and oversight for Township boards and committees, including recruitment, training, public notices, recordkeeping, and compliance with the Procedural By-law. Provides direct support to the Property Standards Appeal Committee, Dog Designation Appeal Committee, Court of Revision, and Township's Heritage Committee, as well as backup support to the Technical Remediation Advisory Committee (TRAC).
- Other duties as assigned.

Education, Qualifications, and Experience:

- Post Secondary Degree or Diploma in Business Administration, Public Administration, Political Science or equivalent
- Municipal Administration Program (MAP) and an AMCT, AOMC, AMP or CMO designation from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is considered an asset
- A minimum of four to five years' experience as either a Deputy Clerk, Committee Clerk or in a related municipal environment, with experience supervising staff
- Excellent interpersonal and public relations skills and ability to communicate effectively with staff, Council, and the public
- Proficient in current software programs including Microsoft Office, records management systems, electronic agenda software, and electronic meeting software
- Ability to maintain privacy and confidentiality

Hours of Work and Working Conditions:

Regular hours of work will be 35 hours per week in an office environment, generally Monday to Friday with regular evening requirements.

This position offers a salary range of \$99,304 - \$124,131.

Interested applicants are invited to submit their resume via the [Township Job Board](#) prior to **4:00 pm on September 4, 2026. Please quote job posting 2026-45.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.