



THE TOWNSHIP OF CENTRAL FRONTENAC

www.centralfrontenac.com

Employment Opportunity

DEPUTY CLERK

The Township of Central Frontenac is located one hour north of the City of Kingston and a half hour west of the Town of Perth in the heart of the Land O'Lakes Tourist Region of eastern Ontario.

The municipality is seeking a Deputy Clerk, working under the authority of the Clerk Administrator. The incumbent will work closely with the Clerk Administrator on all aspects of the municipality including the preparation of the Council agenda, Council meeting follow-up and correspondence. This position entails a wide variety of functions including conducting research, writing by-laws and resolutions, formulating recommendations, assisting in the conduct of the municipal election, committee support and corporate records management. The Deputy Clerk will also be responsible for maintaining up-to-date knowledge of all related legislation including Municipal Freedom of Information and Protection of Privacy Act, Vital Statistics,

The successful candidate will have excellent communication skills and will possess a post-secondary degree/diploma in public or business administration or a related discipline and AMCT/CMO Designation or working towards, combined with 3 years' related municipal experience would be an asset. Proficiency in using current office software, general knowledge of computers and the ability to co-ordinate concurrent tasks in a small office setting is required. Having completed the AMCTO Municipal Administration Program or willingness to complete will be beneficial.

The Township of Central Frontenac is an equal opportunity employer. The Corporation offers a competitive salary with a salary scale of \$58,021 to \$68,959 (2018 pay scale) including a full benefit package.

Qualifications:

- Post-secondary degree/diploma in Public or Business Administration or a related discipline; or an equivalent combination of education and experience.
- An AMCT/CMO designation or willingness to obtain would be an asset.
- 3 years' municipal experience in a Clerk's office setting
- Thorough understanding of the workings of municipal government with the ability to interpret policies and regulations.
- Excellent organizational and verbal communication skills
- Ability to multi-task

For a full job description, please visit the Township's website: www.centralfrontenac.com

To explore this exciting opportunity further, qualified candidates are invited to submit their resume and covering letter to the attention of the Clerk Administrator no later than March 28, 2018 at 4:00 p.m.

Cathy MacMunn, AMCT, ACST
Clerk Administrator
Township of Central Frontenac
1084 Elizabeth Street, P.O. Box 89
Sharbot Lake, Ontario K0H 2P0
Email: cmacmunn@centralfrontenac.com

****We thank all candidates for their interest, however, only those selected for interviews will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection.**