

Invites applications for the position of

Deputy Clerk Permanent Full Time

Are you passionate about local government and looking for an opportunity to make a meaningful impact?

The Town of Ingersoll is seeking a dedicated and detail-oriented Deputy Clerk to join our dynamic team. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview

As the Deputy Clerk, you will assist the Clerk in performing all statutory duties under the Municipal Act and other relevant statutes. You will be instrumental in the preparation and publication of Council and Council Committee meetings, minute-taking, report drafting and by-law preparation. The Deputy Clerk will also implement the Municipal Election and act as a Deputy Division Registrar, Commissioner of Oaths, and Planning Coordinator.

- Assist the Clerk with statutory duties under the Municipal Act and related Acts.
- Serve as a Commissioner for taking Affidavits.
- Issue marriage licenses and record vital statistics as Deputy Division Registrar.
- Prepare and manage agendas, motions, and minutes for Council meetings.
- Coordinate the publication of Council Board and Committee meeting agendas and minutes.
- Act as the Planning Application Coordinator, issuing related correspondence and assisting with the development of severance, site plan, and subdivision agreements.
- Assist in conducting municipal elections and participate in budget preparation.
- Manage electronic agenda processes to enhance information flow.
- Serve as staff liaison for the Accessibility Advisory Committee.
- Oversee the School Crossing Guard Program, including training and scheduling.
- Provide front counter support, answer inquiries, receive payments, and process transactions.

Additional Expectations

- Attend Council meetings to operate hybrid meeting software.
- Maintain strict confidentiality with sensitive information.
- Participate in relevant seminars or courses.
- Perform other related duties as assigned.

Qualifications

Our ideal candidate is someone who considers themselves to be a well-rounded Public Administrator. Applicants should possess:

Education:

- College Diploma or University Degree in public administration, political science, business, or a related field; or an equivalent combination of education and experience.
- Enrollment in or completion of the Municipal Administration Program is required.

Experience:

- 3-5 years of progressively responsible experience in a municipal environment.
- Experience in the administration of municipal elections is preferred.
- Familiarity with municipal government operations and related legislation.

Other Qualifications:

- Preference for candidates with a CMO (AMCTO) designation.
- Must pass a satisfactory Police Criminal Record Check.
- Proficiency in Microsoft Office and ability to multi-task and prioritize.

Benefits

- We offer a competitive salary range of \$68, 759.60 - \$80, 439.01 yearly (based on 35 hours/week).
- There is the option to work a 4-day work week.
- This position includes extended health benefits, Defined Contribution Benefit Pension Plan (OMERS), the Employee Assistance Program, generous paid time off including vacation and sick time, and so much more!

Application Instructions

To explore this exciting opportunity further, qualified candidates are invited to submit their application in confidence, to the attention of Monique Donmoyer no later than **July 12, 2024**.

Monique Donmoyer

HR Manager

Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario N5C 2V5

monique.donmoyer@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodation available to applicants with disabilities upon request and throughout the entire recruitment process.

While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.