

## EMPLOYMENT OPPORTUNITY



### THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS Requests applications for a **DEPUTY CLERK**

#### Background:

The Township of Lake of Bays is seeking a strongly motivated, well organized individual to direct, administer and maintain complete and accurate municipal records for general day-to-day departmental operations as outlined in the Policies, Procedures and Guidelines of the Township and legislative authority.

#### Responsibilities: (not limited to)

- To assist the Clerk in performance of statutory duties and provide administrative support and assistance to the Clerk's Department, Township Council and Committees.
- Respond to phone calls and counter inquiries relating to the Clerk's Department.
- Act as Commissioner for taking affidavits.
- Prepare agendas for all Council and Committee of Council meetings.
- Prepare by-laws and resolutions for Council and Committee of Council meetings.
- Attend Council, Committee and Public Meetings to take minutes and prepare minutes for distribution.
- Prepare and circulate correspondence as resulted from Council and Committee meetings.
- Prepare background research and draft reports for Clerk.
- Serve as Assistant Deputy Returning Officer for municipal elections.
- Fulfill the statutory duties under the Municipal Act, Municipal Elections Act, Heritage Act, Occupational Health and Safety Act, Cemetery Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and any other legislation as required.

#### Qualifications:

- Equivalent to completion of two year Community College, with specialized training in municipal government. Certificate combined with AMCT, CMO, or CMM accreditation or the ability to obtain same. A minimum of 2 years related municipal experience is required
- Proficiency in a computerized environment.
- Excellent written and verbal communication and organizational skills.
- Ability to deal effectively and courteously with the public.
- Valid driver's license.

This position has a salary range of \$43,823 to \$56,810 per annum (under review) plus a benefit package.

**Qualified applicants are invited to submit a resumes in confidence, together with references, by 4:00 p.m. on Wednesday, May 20<sup>th</sup>, 2009 to:**

**Township of Lake of Bays  
Attention: Michelle Percival, Clerk  
1012 Dwight Beach Rd., Dwight, Ont. P0A 1H0**

**Fax: (705) 635-2132  
e-mail : [clerk@lakeofbays.on.ca](mailto:clerk@lakeofbays.on.ca)  
No phone calls please.**

**We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of job selection.**