

The District Municipality of Muskoka is currently recruiting for a Deputy Clerk

The District of Muskoka is seeking a professional municipal administrator to join our Clerk's team within the Legislative Services department.

Reporting to the District Clerk, the Deputy Clerk is responsible assisting the Clerk in performing the statutory duties under the *Municipal Act* and other legislation, as well as provides corporate administrative services to Council, Committees, corporate records management and the Municipal Freedom of Information and Protection of Privacy Act compliance (MFIPPA). The Deputy Clerk is responsible for, but not limited to:

- Attend Council and Committee meetings as assigned and record proceedings. Prepare minutes and ensure timely disposition of resulting actions.
- Provide legislative, administrative, procedural and historical information, advice and recommendations to Council, Committees and staff, both during the absence of the Clerk and in consultation with the Clerk.
- Provide professional and ethical interface with the public, media and members of Council and other municipalities.
- Create and maintain web pages associated with the Clerk's division or other corporate functions and maintain Council and Committee meeting calendars.
- Responsible for maintaining District By-laws, resolutions and minutes of Council and Committees.
- Act in the place of the Clerk as required, this includes acting as Signing Officer and as Commissioner of Oaths.
- Act as the Departmental Records Coordinator for the Records and Information Management (RIM) Program.

Our Clerk's Office provides the link between all departments and District Council and acts as the Custodian of all corporate records including minutes, by-laws, reports and agreements.

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.



Administration Building

What you will bring to us

We would expect that your strengths will include excellent interpersonal and communication skills, which will enable you to effectively work with staff and Council as well as respond to customer enquiries. A proven ability to accomplish performance objectives in a corporate environment with demonstrated technological proficiency and highly developed written and oral communication skills is also a requirement.

On the practical side, you are a graduate of a two (2) year community college program in Public Administration or a related field. You will also bring four to five years of related experience in a municipal environment, with a sound understanding of the *Municipal Act* and related legislation

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this non-union staff position is: \$ 60,761 - \$ 71,539

How to Apply

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

POSTING CLOSING DATE: Wednesday, April 10, 2019 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.
Any questions regarding this posting should be directed to the Human Resources Department.