



The TOWNSHIP of
NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY

DEPUTY CLERK

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider joining the Township's Corporate Services Department. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of responsibilities exist.

The Township of North Dumfries is seeking applications for the position of **Deputy Clerk**.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting directly to the Clerk, the Deputy Clerk will fulfill the statutory responsibilities as outlined in the *Municipal Act* and other companion legislation. The duties of the Deputy Clerk are outlined in a job description available on the Township's website: www.northdumfries.ca

The ideal candidate will possess the following qualifications:

- University degree or college diploma in public administration, political science, business administration or related field.
- Preference to individuals that possess the AMCTO Municipal Administration Program or equivalent.
- Demonstration of excellent interpersonal communications, customer service, organizational / time management, research and report writing skills.
- Sound judgement, conflict resolution, excellent analytical and decision making skills along with political astuteness, tactfulness and diplomacy are key attributes of the incumbent

The Township offers a competitive salary range of \$62,025.60 to \$77,532 on an annual basis for the Deputy Clerk position. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with cover letter before **4:30 pm. on Tuesday October 15th, 2024** to:

Christina Brox,
Treasurer / Director of Corporate Services
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0
cbrox@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.