



TOWNSHIP OF GEORGIAN BLUFFS

REQUIRES A Clerk

The Township of Georgian Bluffs is inviting applications for the position of Clerk. Located in Grey County, along the shores of Georgian Bay, the Township of Georgian Bluffs is a mixed urban/rural municipality with a population of approximately 10,500 people.

Reporting to the Chief Administrative Officer, the successful applicant will be responsible for the following:

- Dealing effectively with Council, the public and staff, with due regard for protocol, processes, procedures and policies.
- Council secretariat services including Council / Committee agenda preparations, reviewing and proofing reports, attendance at meetings, and by-law preparation.
- Processing and/or interpreting legal documents, procedure/policy manuals and provincial legislation; and providing information and assistance to a variety of internal and external contacts.
- Responsibilities will also include Local Government elections, the Corporate Records Management/Retention System, and other statutory duties.

The ideal candidate will possess the following qualifications:

- A combination of post-secondary education in a related field and a minimum of five (5) years' experience as Clerk or Deputy Clerk with experience in at least one (1) election cycle.
- Experience in Municipal Administration and Management, AMCTO or CMO designation considered an asset.
- Working knowledge and understanding of the Municipal Act, the Municipal Elections Act and all applicable acts and bylaws in a Municipal setting.
- Ability to work effectively with members of Council, staff, and the public.
- Excellent administrative, report writing, computer, communication, and customer service skills.

This is a permanent full time position based on 35 hours per week with a competitive wage and benefit package.

Qualified candidates are encouraged to submit a detailed resume and references to the undersigned no later than May 31, 2016 at 4:00 PM.

Crystal McPhee, Payroll/HR Coordinator
Township of Georgian Bluffs
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Owen Sound, Ontario N4K 5N5
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Email: cmcphee@georgianbluffs.on.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.