



## EMPLOYMENT OPPORTUNITY

### Deputy Clerk

The Township of Puslinch is seeking an energetic and motivated individual to fill the position of Deputy Clerk.

#### **The major responsibilities include:**

- General management, direction and leadership of legislative services to Council and its Committees
- Management and continued development of the Township's Records Management and FOI Program
- Oversees and implements plans, policies and services under the Accessibility for Ontarians with Disabilities Act
- Research and prepare reports, by-laws and agreements to Council and its Committees
- Identify, establish and implement best practices related to department and corporate activities with a focus on continuous improvement, efficiencies and cost effectiveness
- Develop and monitor departmental policies, procedures and standards that guide and direct activities within the Township, and ensure full compliance with legislative and regulatory requirements
- Assist with the conduct of the Municipal Election process

#### **Qualifications:**

- University Degree in Public Administration or other related discipline
- Minimum five (5) years of progressive, related and demonstrated experience with three (3) years supervisory experience
- Extensive knowledge of applicable legislative requirements
- Strong leadership skills with the ability to influence decisions and effect change
- Superior interpersonal skills including the ability to work effectively in a team environment
- Computer proficiency and knowledge of database applications

2016 Salary Range is \$58,258.20 to \$65,574.60. A comprehensive benefit package is also provided. Interested applicants are invited to send a detailed resume and cover letter by **no later than 4:30 p.m. Thursday, June 30th, 2016** to the C.A.O./Clerk, Township of Puslinch, 7404 Wellington Rd 34, Guelph, ON N1H 6H9 email: [admin@puslinch.ca](mailto:admin@puslinch.ca) For a more detailed job description, visit our website at [www.puslinch.ca](http://www.puslinch.ca)

*If you need an accessible format, please email [admin@puslinch.ca](mailto:admin@puslinch.ca) or call (519) 763-1226 ext. 214. 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 applicants will be addressed confidentially.*

*The Township is an equal opportunity employer. We thank all applicants 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.*