



DEPUTY CLERK

The Township of Faraday is a rural municipality with a population of 1612, located in the northern part of Hastings County, neighbouring the Town of Bancroft, and located 1 hour north of Belleville, 1 hour northeast of Peterborough and 3 hours from Toronto and Ottawa.

Reporting to the Clerk-Treasurer, the Deputy-Clerk will be responsible for providing support in the performance of the statutory duties of the Clerk, as set out in the Municipal Act, 2001 or any other provincial legislation, and is responsible for the daily administration of the Municipal Office. The Township is seeking a motivated, results-oriented individual to join our team. The ideal candidate will have attained at least post-secondary education related to business, political-science or public administration, plus municipal training/designation or an equivalent of education, training, and experience plus completion of the Municipal Administration Program. An Accredited Municipal Professional (AMP) will be considered an asset, as well as (5) five years progressively related experience in administration and parliamentary procedures, preferably in a municipal setting. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint.

The ideal candidate will possess the following key qualifications:

- Post-secondary education or training in business, accounting, or finance, combined with several years of related administrative/financial experience, preferably in a municipal setting, or an equivalent combination of education, training, and experience.
- Thorough knowledge of municipal administration and a general knowledge of all municipal operations including public works, recreation, and planning.
- Minimum of five (5) years experience in a senior management position preferably in the Clerk area of a municipality.
- Excellent leadership and supervisory ability, initiative and reliability.
- Excellent interpersonal, communication, and customer service skills to work collaboratively with residents, businesses, government officials, municipal counterparts, and Council. Ability to write and present comprehensive reports.
- Demonstrated analytical, problem solving, organizational and management skills.
- Ability to use office and financial management software.
- Successful completion of or willingness to complete the AMCTO Ontario Municipal Administration Program and Municipal Tax Administration Program within the first four years of employment (funded by the Township)
- Must be bondable, possess a Class G Driver's licence, and present and maintain a satisfactory vulnerable sector police check as a condition of employment.

The salary for the position is \$60,000.00, per year for 32 to 35 hours and 4 or 5 days per week onsite. The Township offers a comprehensive benefits package including the OMERS pension plan.

Please email, in confidence, a cover letter and detailed resume before October 24, 2023 at 12:00 p.m. to: clerk@faraday.ca quoting "Application for Deputy Clerk" in the subject line of your email. All applications will be acknowledged by email.

In accordance with MFIPPA legislation, the information gathered is collected pursuant to the *Municipal Act* and will be used for the purpose of job selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.