



JOB POSTING DEPUTY CLERK

Situated in the heart of Eastern Ontario's cottage country, Tay Valley Township is a community of picturesque hamlets and historic homesteads with an abundance of shoreline on thirty-two lakes. Located within a one-hour driving distance of both Ottawa and Kingston, it affords an opportunity to combine urban and rural lifestyles.

Reporting to the CAO/Clerk, 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 day-to-day requirements in the areas of records management, council and committee services, animal control, licensing, information technology, vital statistics and serves as Deputy Returning Officer for Municipal Elections.

The Township is seeking a motivated and results-oriented individual to join our team. The ideal candidate will have attained post-secondary diploma in business, political science, public administration or law, plus completion of the Municipal Administration Program (or willingness to obtain). An Accredited Municipal Professional (AMP) will be considered an asset, as well as three (3) years' experience in administrative 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 full position mandate is available on the Township website under Career Opportunities. The salary range is \$79,053 to \$90,714 (2025 rates, under review) based on a 37.5-hour work week and a comprehensive benefit package makes this an attractive full-time permanent position for the right candidate.

Please submit a cover letter and resume no later than **12:00 p.m. on Monday, April 20th, 2026** in confidence to:

Tay Valley Township
Amanda Mabo, Chief Administrative Officer/Clerk
217 Harper Road, Perth, ON K7H 3C6
or e-mail: cao@tayvalleytwp.ca

Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.