



**To Fill an Existing Position**  
The Municipality of Trent Hills  
Invites Applications for the Position of  
**Deputy Clerk**

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County.

Reporting to the Clerk, the successful applicant will be responsible for providing support with the performance of the statutory duties of the Clerk, as set out in the *Municipal Act* and other related legislation. The Deputy Clerk is responsible for assisting with the day-to-day operations of the Clerk's Department and carrying out responsibilities in the following functional areas; records management, Council, Committee and Board services, by-law coordination, communications, accessibility, cemeteries, livestock claims, elections, access to information, licensing and vital statistics. The Deputy Clerk shall also provide leadership to direct reports.

Preference will be given to candidates who possess a university degree or college diploma in business or public administration and/or a minimum of five years experience in a senior position in municipal administration. As well, the candidate will preferably be a graduate of the Municipal Administration program. The candidate requires experience in managing staff, communications and superior computer software knowledge (Microsoft Office, iCompass and municipal software).

Knowledge of related acts and legislation such as the *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Elections Act*, *Accessibility for Ontarians with Disabilities Act*, *Ontario Heritage Act*, *Drainage Act*, *Planning Act*, *Vital Statistics Act* and other relevant legislation is needed, as well as demonstrated judgment and ability to critically assess options within the context of application legislation to guide decisions.

Please visit [www.trenthills.ca](http://www.trenthills.ca) for the complete job description.

The salary range for this **existing position** is \$69,369 - \$81,152 together with a competitive and attractive benefit package.

Resumes will be received until **2:00 p.m. on Wednesday, October 28, 2020**. Please send resumes marked "Deputy Clerk Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street South  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)  
[www.trenthills.ca](http://www.trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.