



## **Deputy Clerk**

### **Contract Full-Time Position (18 Months)**

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As the most northerly township in the County of Simcoe, the Township of Tiny offers 70km of coastline along beautiful Georgian Bay. The municipality's approximate population of 13,000 residents at least doubles in the summer as the region is a popular destination for both tourism and cottagers due to its beautiful waterfront areas and small-town appeal.

The Township of Tiny is currently seeking a qualified candidate for the position of Deputy Clerk.

Reporting to the Clerk, the Deputy Clerk provides support in the performance of the statutory duties of the Clerk and assumes all powers and duties of the Clerk under the Municipal Act or any other Act as necessary and/or in the absence of the Clerk.

#### **Qualifications**

The preferred candidate possesses the following:

- Post-Secondary Education in Public Administration, Political Science, Law, Business Administration, with a minimum of five years' experience in a municipal Clerk's Department or a suitable combination of education and experience.
- Designation as an AMCT or CMO, or an ability to obtain the designation within a specified timeframe.
- Thorough knowledge of the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, *Vital Statistic Act* and other legislation applicable to municipalities.
- Political astuteness, tactfulness and diplomacy, with knowledge of municipal government processes and parliamentary procedures.
- Excellent computer skills and a thorough working knowledge of Microsoft Windows and Office applications.
- Knowledge of social media applications an asset.
- Demonstrated organizational skills to meet strict and time sensitive deadlines.
- Ability to work with personal information and maintain strict confidentiality.
- Ability to work outside regular business hours as required.

#### **Hours of Work**

35 hours per week

#### **Rate of Pay**

The Township of Tiny offers a competitive compensation and benefits package. Pay Rate - \$37.24 to \$46.54 per hour

Visit [www.tiny.ca](http://www.tiny.ca) for a detailed job description.

#### **How to Apply**

Qualified applicants are encouraged to submit a resume and cover letter to:

Human Resources  
Township of Tiny  
130 Balm Beach Road West  
Tiny, Ontario L0L 2J0  
Fax: (705) 526-2372  
Email: [humanresources@tiny.ca](mailto:humanresources@tiny.ca)

Resumes will be accepted until 12pm on October 20, 2025. We thank all applicants who apply for this position but only those selected for an interview will be contacted.

**Accessible Accommodations**

The Corporation of the Township of Tiny is committed to an inclusive and barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

**Disclaimer**

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.