



Director of Legislative Services/Clerk

Permanent Full-Time Position

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.

Due to an upcoming retirement, the Township of Tiny is currently seeking a qualified candidate for the position of Director of Legislative Services/Clerk.

Reporting to the Chief Administrative Officer, the Director of Legislative Services/Clerk is responsible for the execution of various statutory responsibilities in accordance with provincial legislation and the general management of the Legislative Services Department.

Qualifications

- Post-Secondary Education in Business Administration, Law or related field together with a minimum of 5 years' experience as a Clerk/Deputy Clerk or equivalent combination including 5 years' senior management experience preferably in a municipal environment.
- CMO or AMCT designation and full membership in the AMCTO.
- Thorough knowledge of the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act* and other legislation applicable to municipalities.
- Excellent interpersonal, administrative, communication, report-writing, organizational, leadership, time management, public relations and supervisory/management skills.
- Must possess excellent computer skills and a thorough working knowledge of Microsoft Windows and Office applications.
- Knowledge of social media applications an asset.
- A competent person as defined by the *Occupational Health and Safety Act*.
- Demonstrated ability to maintain confidentiality.

Hours of Work

35 hours per week

Rate of Pay

The Township of Tiny offers a competitive compensation and benefits package. Pay Rate - \$58.45 to \$73.07 Per Hour

Visit 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

Resumes will be accepted until 12pm on April 18, 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.