



Job Opportunity: **Assistant Clerk**

In all we do, we have the freedom to be our best self, belong, excel....

Why Innisfil?

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. With several exciting projects underway such as Orbit and the development of a new South Campus of the Royal Victoria Regional Health Centre, Innisfil is connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

We are a "family-first" organization that provides employees with flexible options to focus on what's most important in life! Options include flexible work arrangements, compressed work weeks, and Hybrid Work Arrangements – just to name a few.

Why You?

We are looking for a dynamic, creative, and forward-thinking individual who wants to make an impact on our organization and community as Assistant Clerk! In this role, you'll be part of a team that oversees key administrative functions including managing records, coordinating official meetings, and administering elections. Additionally, you'll join forces and support governance through bylaw development, managing access to information requests, and facilitating council operations all in alignment with our "Community First, Future Ready, Balance Always" vision.

The Assistant Clerk is responsible for providing clerical and administrative support to the Clerk, Deputy Clerk and Manager of Legal & Clerk Services, as well as:

- ✓ Preparing drafts, conducting research, and preparing agendas, minutes, staff reports, motions, and all official communications on behalf of Clerk Services
- ✓ Responding to internal and external inquiries about Council and Committee records, as well as investigating, researching, and responding to residents' issues as needed
- ✓ Providing training and education for all Council Committee members and review legislative regulations, meeting procedures, required policies and terms of reference; training staff on report process and requirements for submission to Council Agenda
- ✓ Agenda preparation (electronic and hard copy), correspondence, attend, summarization and preparation of minutes and the appropriate distribution of materials, for Council meetings, Planning Public Meetings, and Committees of Council

- ✓ Maintaining Town by-laws, resolutions, policies, Council records, Committee records, and other files and minutes as per the Municipal Act, 2001, Municipal Freedom of Information and Protection of Privacy Act and the TOMRIMS filing system

The preferred candidate holds:

- ✓ A Community College diploma or University degree or related experience.
- ✓ Municipal Administration Program (MAP) Certificate or Certified Municipal Officer (CMO) designation preferred.
- ✓ Experience in an administrative/clerical position, preferably in a municipal or public sector environment, or an equivalent combination.
- ✓ A valid Class "G" driver's licence in good standing and reliable vehicle to use on corporate business and availability to attend evening and/or weekend meetings or other events as required.

Closing date is **September 25, 2025**.

The salary range for this position is \$61,522 - \$78,521 per annum (Based on a 35-hour week) and the successful candidate will be compensated within this range.

To learn more about the Town of Innisfil, to access the job description and to apply, please go to the [current opportunities](#) section on the Town's website.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

