



The Corporation of the Town of Midland

invites applications for the position of

Deputy Clerk

(permanent full-time, 35 hours per week)

Join our innovative team of collaborators who are passionate about providing exceptional municipal services to our community. We strive to help our employees to reach their professional goals through rewarding projects, collaborative team environments, and professional development. The Town of Midland is committed to increasing overall employee health and wellness and we are dedicated to supporting flexibility and providing employees with a better work-life balance.

We Offer:

 Work-life Balance & Flexibility	 OMERS Pension	 Perks & Discounts	 Paid Time Off	 Wellness	 Extended Health Benefits
	 Supporting our Community	 Personal & Professional Development	 Fun & Fostering Environment		

The Opportunity

The Deputy Clerk is responsible for providing administrative support to the Clerk, Council and Committees, and the Legislative Services Department. The role assists with planning, directing, and administering all activities of the Clerk's Department within the Legislative Services Division including preparation and distribution of Council Agenda, Records and Committee Coordinator, Accessibility Coordinator, administering oaths, conducting the Municipal Election.

What you will do:

- Attend all meetings of Council/Committee of the Whole and record all resolutions, decisions and other proceedings of Council.
- Manage information and documentation to support the legislative process.
- Provide advice to Staff regarding proper report format and arrange and provide guidance to debutants appearing before Committee and/or Council.
- Manage electronic submission of items into the agenda management system and the publication of final agendas / distribution.

What you will need:

- Post-secondary diploma or degree in Public or Business Administration or equivalent program at an accredited educational institution or proven track record of previous related work experience within a Clerk's Department.
- AMCTO / Municipal Administration Program would be an asset.
- A minimum of three (3) years' experience in progressively responsible related positions, including minimum of one (1) year as a municipal Deputy Clerk, or related.

Please see the attached job description for further details. The successful candidate will be required to complete a Criminal Record Check, in accordance with the duties of this position.

This position offers competitive total compensation including a wage of \$66,449.15 to \$83,061.44, 35 hours per week.

Application: If you are interested in this opportunity, apply directly through our ADP Applicant Tracking System (ATS). Instructions on how to apply to this opportunity (or other postings) can be found on our [website](#). No phone calls please.

This posting closes on [Tuesday, July 1, 2025 @ 11:59 p.m.](#)

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Midland is committed to providing accommodation based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.



Town of Midland - Job Description

Position Title: Deputy Clerk

Department: Clerks Department

Reports To: Director, Legislative Services / Town Clerk

Position Summary

Under the direction of the Director, Legislative Services / Town Clerk, the Deputy Clerk is responsible for providing administrative support to the Clerk, Council and Committees, and the Legislative Services Department. Pursuant to Section 228(2) of the *Municipal Act*, the position assumes the statutory role of the Town Clerk in their absence, performs delegated powers and duties assigned by the Town Clerk in accordance with Municipal By-laws and other legislated Acts and assists with planning, directing, and administering all activities of the Clerk's Department within the Legislative Services Division including preparation and distribution of Council Agenda, Records and Committee Coordinator, Accessibility Coordinator, administering oaths, conducting the Municipal Election.

Duties & Responsibilities

Council Administration

- Attend all meetings of Council/Committee of the Whole and record all resolutions, decisions and other proceedings of Council; record the name and vote of every voting member on any matter or questions that requires a vote; keep the original copies of all by-laws and all minutes of Council proceedings.
- Provide advice to Staff regarding proper report format and arrange and provide guidance to debutants appearing before Committee and/or Council.
- Manage electronic submission of items into the electronic agenda management system and the publication of final agendas on the Town's CivicWeb website and distribution.
- Provide documentation/information for inclusion on the Town's website to the Communications Coordinator for posting relevant to Council, its Committees and Boards, as well as the Clerk's Department.
- Coordinate the information flow to and from Council; prepare, coordinate and distribute Council/Committee agendas; provide supporting documentation; and prepare resolutions for Council.
- Maintain and monitor a list of Council action items (i.e. correspondence, reports, agreements etc.) and regularly interface with Staff to ensure completion.
- Maintain up-to-date records of all Committees/Boards and Commissions and their composition which includes providing support to staff in preparing Agendas and Minutes through CivicWeb ensuring noted vacancies are filled in accordance with Council policy.
- Attend Committee meetings to provide support for the related technology components, prepare Agenda and minutes and interface with Staff and the public to ensure that meetings run efficiently and effectively.
- Participate on committees, task forces, working groups and special projects as directed.

Information Management

- Manage information and documentation to support the legislative process including preparation of drafting of routine reports and by-laws and working with Departmental Staff to ensure the timely submission of Staff reports and presentations.
- Maintain the Municipality's records management program based on the approved Records Classification System (TOMRMS) and Retention By-law; manage the digital records of the Corporation within SharePoint; collaborate with Staff and provide assistance with Departmental

records retention; arrange training for Staff; assist in the review and update of records management policies and procedures.

- Manage the digital filing system for the Clerk's Department including the electronic indexing of By-laws, Mayoral Decisions and Directions, Conflict of Interest Registry, Agreements and other documents.
- Maintain By-Law revisions to the Town's governance related policies.

Regulatory Responsibilities

- Prepare notices, decisions and other related material as required by the *Municipal Act*, *Planning Act*, *Development Charges Act*, and Council By-laws.
- Act as issuer of Lottery Licences, Marriage Licences; execute documentation/affidavits as a Commissioner of Oaths and Acts as Deputy Division Registrar for the issuing of Death Certificates.
- Act as the Deputy Returning Officer for Municipal elections which involves assisting the Returning Officer with all aspects of the planning and implementation of the Election process as per the legislation, policies and timelines; attend mandatory training sessions to understand the e-voting system and legal requirements which includes testing of the system to ensure functionality, accessibility and security; assist in verifying and updating the voters' list and help resolve voter registration issues; assist in all aspects of the preparation of Candidate packages; develop and distribute voter information materials; attend the Voter Assistance Centre during the election period up to and including Election Day.
- Perform the statutory duties of the Clerk in accordance with Section 228(2) of the *Municipal Act*, during the Clerk's absence.

Customer Service

- Provide routine guidance, explanations and interpretations to Staff, Members of Council and the Public with respect to meeting procedures as they relate to the Town's Procedure By-law and the *Municipal Act*.
- Regularly research Council reports and By-laws to respond to inquiries.
- Regularly interface with Staff and the public with respect to meeting procedures as it relates to the business of Council, Committees and Boards and develop and manage routine correspondence emanating from actions related thereto.

Team Member

- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Act as an Ambassador throughout the community, positively representing the Town.
- Abide by the policies and procedures of the Town.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Perform other duties as assigned to meet the overall goals and objectives of the Town.
- Operate within the culture and core values of the organization.
- Maintain knowledge and expertise in relevant fields.

Qualifications and Requirements

- Post-secondary diploma or degree in Public or Business Administration or equivalent program at an accredited educational institution or proven track record of previous related work experience within a Clerk's Department.
- AMCTO / Municipal Administration Program would be an asset.
- A minimum of three (3) years' experience in progressively responsible related positions, including minimum of one (1) year as a municipal Deputy Clerk/Committee Coordinator or similar position.

- Election experience as a Deputy Returning Officer would be an asset.
- Thorough working knowledge of the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Elections Act*, *Accessibility for Ontarians with Disabilities Act (AODA)* and other legislation applicable to municipalities.
- Excellent attention to detail, oral and written communication skills with the ability to communicate with staff at all levels as well as various stakeholders including the general public.
- Strong team player with collaborative approach, excellent interpersonal, organizational, prioritization and time management skills.
- Strong computer skills with extensive knowledge of Microsoft Office (Outlook, Word, Excel, Power Point, Teams, Publisher, Access), SharePoint, website software such as ZOOM and Adobe Acrobat.
- High degree of integrity due to exposure to confidential and/or politically sensitive information.
- Strong political astuteness and diplomacy.

Effort/Physical Demands

- Physical demand requires standing, sitting, and walking.
- Visual attention for detailed computer work, for health and safety compliance and personal safety while on the job.

Working Conditions

- Normal work week is 35 hours per week, Monday to Friday.
- Attendance at meetings held in the evening and/or weekend required.
- Work in standard office environment.