



Job Posting: **Deputy Clerk and Community Engagement**

Location: Town of Parry Sound Municipal Office - 52 Seguin Street, Parry Sound, ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join our team in the Deputy Clerk and Community Engagement position, an important role in the Administration Department.

Deputy Clerk's Functions:

1. Appointed as Deputy Clerk, and as back-up to the Town Clerk, performs the statutory duties of the Clerk which may include: Managing the legislative process for Council including preparation and distribution of agendas, drafting reports and recommendations, resolutions, by-laws and recording and distribution of meeting minutes; supporting the Municipal Elections process; executing documents/affidavits as Commissioner of Oaths and Affidavits; certifying documents as required; and acting as signing authority for by-laws, contracts, deeds, transfers, leases and other legal documents.
2. Appointed as Deputy Division Registrar of Vital Statistics and backs up the Clerk in overseeing the management and service delivery of the vital statistics function in accordance with the Vital Statistics Act, Cemeteries Act and Marriage Act.
3. As back-up Deputy Clerk, shares the management and direction of the Administration Department's Administrative Assistant.
4. Performs other related duties as required such as support for Freedom of Information requests and records management responsibilities.
5. Assists in coordinating the Town's ongoing response to the Truth & Reconciliation Commission's Calls to Action.
6. Provides leadership in coordinating various Council events such as Volunteer Recognition, the annual Mayor's Levee and Order of Parry Sound.



Community Engagement Functions:

1. Assists with the development and maintenance of a Community Engagement Plan that aligns with and achieves the Town's engagement objectives.
2. Seeks public input through a variety of media and forums on topics and special projects when public and business community engagement is desirable, such as the Corporate Strategic Plan, the Recreation Master Plan, business plans; and meets statutory and Town notice requirements.
3. Manages issues and public relations on behalf of the Town.
4. Develops and manages corporate branding guidelines and implements branding strategy, including decision making regarding what external initiatives the Town supports with its brand.
5. Works with department staff to ensure the organization of content on the Town's website is easily and intuitively accessible and supports departments in ensuring timely and accurate information/updates to the website and social media accounts.
6. Builds strong working relationships with the media.
7. Drafts and issues media releases, and coordinates responses to media inquiries for information and interviews; assists as needed, the appropriate spokesperson to develop key messaging.
8. Manages external communications consultants.
9. Monitors social media to improve social media engagement and citizen response.
10. Monitors industry best practices to identify and recommend opportunities that will enhance public consultation, citizen and business engagement in municipal government.

**Support to the Office of the CAO:**

1. Provides general administrative support services for the Office of the CAO, which includes coordinating special projects, and researching, generating or assisting with reports including but not limited to the Strategic Plan and the Annual Report.

Education, Experience, Knowledge, Skills:

1. Community college or university degree in public relations, business administration or a related discipline.
2. High level organizational, interpersonal, managerial and analytical skills, initiative and ability to perform tasks without supervision.
3. Excellent written & oral communication, leadership, team building and public/staff relations skills.
4. Organizational and administrative skills at a high level; good knowledge of office practice.
5. Good knowledge of computer applications including Microsoft Office suite, and high-level word-processing skills.
6. Ability to work with tact and discretion with elected and appointed officials, other levels of government, the public, media and consultants.

Compensation:

This is a full-time permanent non-union position, 35-hour work week with a compensation range of **\$82,173 - \$96,114**. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

Application Process:

Email: In one document, please send your resume, cover letter, under the subject line **"Deputy Clerk & Community Engagement"** to Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca.

Deadline: Friday May 15, 2026.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:



Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.