



The Township of Frontenac Islands

EMPLOYMENT OPPORTUNITY

The Township of Frontenac Islands is located 20 minutes southeast of the City of Kingston within the Thousand Islands Region. The Township of Frontenac Islands is seeking a Full Time Municipal Deputy Clerk.

Municipal Deputy Clerk – Permanent, Full Time

We are searching for a conscientious and detail-oriented individual to join our team. Reporting to the Chief Administrative Officer/Clerk, the Deputy Clerk plays a vital role in supporting the CAO/Clerk in the administration of municipal governance, records management, and legislative services. This position assists with the management of Council meetings, public records, elections, and compliance with various laws and regulations. The Deputy Clerk ensures the efficient and effective operation of the Clerk's Office while providing administrative support to elected officials and municipal staff. This includes, but is not limited to, the following:

- As the Deputy Clerk, reporting to the CAO/Clerk, you will assist in performing the statutory duties of the Clerk as set forth in the applicable provincial legislation. You will assist with the day-to-day operations of the Clerk's Division and carry out responsibilities in the following areas: Council meetings; act as Accessibility Coordinator; by-law coordination; communications; business licensing; and Commissioner of Oaths and Vital Statistics.
- Coordinate and oversee preparation of Council meeting agendas and meeting notices.
- Attend and record the proceedings of Council meetings and oversee preparation and distribution of minutes of the meetings and ensure completion of follow-up correspondence arising from the meetings.
- Facilitate the timely submission of staff reports and presentations with departmental staff.
- Assist with the planning, organization and delivery of the Municipal Election in coordination with the CAO/Clerk.
- Assume the duties of the Clerk in the absence of the CAO/Clerk.

Preference will be given to candidates who possess the following:

- A Diploma in Public Administration or related discipline.
- Diploma in Municipal Administration (MAP) through AMCTO or greater or ability to obtain.

- Municipal Clerk's Institute – Level I and II or ability to obtain.
- 3+ years administrative experience, preferably in a Municipal Environment.
- Experience with records management and retention.
- Experience working on municipal elections with a Clerks office considered an asset.
- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act.
- Knowledge of municipal government processes and parliamentary procedures.
- Excellent interpersonal skills to build trust and cooperation, ability to deal with conflicting views with tact and diplomacy, and conflict resolutions skills.
- Strong verbal and written communication skills, with the ability to be professional and accurate.
- Proficient in a variety of applications including Microsoft Office, web and cloud-based software.
- Knowledge of Diligent Community, and TOMRMS, an asset.

For a full job description please visit our website at www.frontenacislands.ca

Compensation:

This position is employed 40 hours per week in an office environment. Overtime may be required at times.

The existing 2025 Salary Grid range, currently under review, is \$70,200 - \$82,596, as well as a competitive benefit package.

Please forward your detailed resume with cover letter **by 4:00 pm January 31, 2025**, to:

Vanessa Latimer, AMCT
CAO / Clerk
Township of Frontenac Islands
50 Baseline Road
Gananoque, ON, K7G 2V6
Tel. 613-544-6348
Email: vlatimer@frontenacislands.ca