



**The Corporation of the
Township of Algonquin Highlands**
requires a
Deputy Clerk

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified individuals for the existing position of Deputy Clerk.

Reporting to the Clerk/Deputy CAO, the Deputy Clerk provides all administrative support to the Clerk's Department. In the absence of the Clerk, this position performs the statutory duties of the Clerk as defined in the Municipal Act and other related legislation. Confidentiality is essential in this role.

The preferred candidate will possess the following qualifications:

- Post-secondary education in Office Administration or related field. A related mix of education and experience may be considered.
- Completion of the A.M.C.T.O Municipal Administration Program is preferred, or willingness to complete.
- Minimum of five (5) years in a municipal or public sector environment.
- Demonstrated experience and understanding of local government and municipal administration.
- Experience with electronic meeting management software is an asset.
- Knowledge and understanding of Council/Committee protocols and municipal functions.
- Knowledge of parliamentary procedures, or willingness to learn.
- Experience with TOMRMS classification system and document management systems is an asset.
- General knowledge of legislation and regulations related to records management.
- Excellent interpersonal, project/time management, organizational, analytical and communication skills.
- A high level of computer literacy and troubleshooting skills.
- Proficient computer skills and working knowledge of Microsoft Office Suite.

Salary Range: \$41.27 - \$46.45/hour (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

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 be used only for candidate selection.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, Health and Wellness opportunities and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Artificial intelligence (AI) is not used to screen, assess or select candidates.

We thank all applicants; however, only those selected for an interview will be contacted.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Friday, May 8, 2026** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1S0
Email: dmugfordguay@algonquinhighlands.ca

Complete job description follows.



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Deputy Clerk
DEPARTMENT: Administration
LOCATION: Algonquin Highlands Municipal Office
REPORTS TO: Clerk/Deputy CAO

PURPOSE

Reporting to the Clerk/Deputy CAO, The Deputy Clerk provides overall administrative support to the Clerk's Department. In the absence of the Clerk, this position performs the statutory duties of the Clerk as in defined in the Municipal Act and other related legislation. Confidentiality is essential in this role.

The Deputy Clerk, under the guidance and direction of the Clerk/Deputy CAO, is responsible for the implementation, maintenance and training of the corporate records management system using The Ontario Municipal Records Management System (TOMRMS) including creating various policies and procedures to steer the program.

RESPONSIBILITIES

- In the absence of the Clerk, fulfills statutory requirements under the *Municipal Act* and any other Acts or Regulations pertaining to municipalities.
- Assists the FOI/POP Coordinator with coordinating, reviewing and responding to requests for information received under the *Municipal Freedom of Information and Protection of Privacy Act* and maintains confidentiality in accordance with the legislation.
- Assists the Clerk with organizing and administering municipal elections.
- In the absence of the Clerk, fulfills duties as Division Registrar responsible for the registration of deaths and applicable provisions of the *Vital Statistics Act*.
- Assists with the issuance of Lottery Licences as set forth by the *Criminal Code of Canada*, *Order in Council*, *Gaming Control Act* and the Alcohol and Gaming Commission of Ontario.

- Assists with maintaining a comprehensive and well-organized filing and information retrieval system as per the Records Retention By-Law.
- Assists with ensuring the requirement under the *Accessibility for Ontarians with Disabilities Act* are maintained and adhered to.
- Assists the Clerk with responding to communication addressed to the Township.
- As a designated officer of the Corporation, in the absence of the Clerk, the Deputy Clerk signs by-laws and minutes.
- Assists with the Clerk with maintaining the By-Law Book and Minute Book.
- Assists with coordinating tender processes when required.
- Provides a high level of customer service when responding to telephone inquiries, and requests for information.
- Assists the Clerk with building Council and Committee Agendas.
- Assists the Clerk with coordinating delegation requests and ensure that delegates receive appropriate support and guidance.
- Administers the municipal insurance program.
- Administers Airport hangar leases, including onboarding and termination requirements.
- Participates in professional development and training activities in order to keep current with changes in provincial and municipal fields.
- Acts as a Commissioner of Oaths.
- Works in compliance with the provisions of the *Occupational Safety and Health Act* to maintain a safe working environment.
- Provides occasional support the administration office and associated duties.
- Other duties as assigned by the Clerk/Deputy CAO or CAO.

Cemeteries

- Assists the Clerk with the administration of the sale of plots and prepares necessary paperwork in accordance with the *Cemeteries Act*.
- Assists with maintaining plot ownership on cemetery maps and card system.
- Meets with families and organizes interment in coordination with Public Works staff.

Records Management

- Makes recommendations for updating, amending and administering the Records Retention By-law.
- Assists the Clerk with developing, recommending and implementing policies, procedures, guidelines, and best practices associated with records management, including archival records.
- Prepares and implements project plans related to records management, in collaboration with other internal groups.
- Coordinates the development, implementation and maintenance of both the paper and electronic records management systems, providing direction, guidance and assistance to all departments.

- Provides in-house instruction and training to staff in all departments.
- Responsible for the transfer, inventory, retrieval and disposal of records in accordance with legislative requirements and the Records Retention By-law.
- Assists the Clerk/Deputy CAO with ensuring compliance with relevant legislation and regulations related to records management and that the classification system is updated on an annual basis.
- Ensures that departments adhere to the policies and procedures associated with the retention and disposal of records, Conducts audits to assess compliance with records management policies, procedures and practices.
- Implements and maintains TOMRMS, as modified, for all Township records; coordinate and maintain an inventory of municipal records; monitor the classifications applied to all file subjects to ensure consistency and identify where extra training is required. Monitor retention and disposition dates assigned to new records.
- Leads the administration of SharePoint as the Township's Electronic Document and Records Management System (EDRMS).
- Participates in and acts as a liaison with other external municipal records management staff and/or formalized groups on commonalities concerning records management.

HOURS OF WORK

Normal hours of work are 8:00 a.m. – 5:00 p.m., on a compressed work-week schedule with a ½ hour unpaid lunch break or 8:30 a.m. to 4:30 p.m. on a regular Monday to Friday work-week schedule with a 1 hour unpaid lunch break. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

WORKING CONDITIONS

Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer. Work activities involve the need to concentrate for intermediate durations at a time, with some tasks requiring close attention.

EDUCATION

- Post-secondary education in Office Administration or related field. A related mix of education and experience may be considered.
- Completion of A.M.C.T.O Municipal Administration Program is preferred, or willingness to complete.

KNOWLEDGE AND SKILL

- Minimum of five (5) years in a municipal or public sector environment.
- Demonstrated experience and understanding of local government and municipal administration.

- Experience with electronic meeting management software is an asset.
- Knowledge and understanding of Council/Committee protocols and municipal functions.
- Knowledge of parliamentary procedures, or willingness to learn.
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- Excellent interpersonal, project/time management, organizational, analytical and communication skills.
- A high level of computer literacy and troubleshooting skills.
- Proficient computer skills and working knowledge of Microsoft Office Suite.

IMPACT OR ERROR

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Corporation.