



JOB POSTING# 2019-28

**THE CORPORATION OF THE CITY OF OWEN SOUND  
Requires a  
Deputy Clerk**

The City of Owen Sound requires a motivated professional to assume the responsibilities of Deputy Clerk. Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately 2 hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City offers an outstanding quality of life with a wide range of cultural and recreational activities and a team of dynamic professional staff dedicated to serving the community through the provision of high quality and sustainable services.

The Deputy Clerk will work with the Clerk to ensure that all functions required by the Statutes of Ontario, or directed by Council are carried out and to act in place and stead of the Clerk in their absence with regard to issues related to this department. The Deputy Clerk will assist with the functions of Council, the Downtown Improvement Area Board, Committees, Municipal Elections, and By-law Enforcement. The Deputy Clerk will also manage the contracts for Crossing Guards, Parking and Animal Control. The successful candidate will be a flexible continuous learner with a minimum of a university degree in Public Administration or related field or equivalent experience.

Effective written and oral communication skills as well strong computer skills related to Microsoft Office are required. The ability to build and sustain effective collaborative relationships with the public, members of Council, City staff, and various departments within the Corporation, will be important to this position. A minimum of 3 years in a municipal government or similar setting is required.

Those interested in applying for this position should forward a complete resume referencing the job posting number to the email address listed below no later than 4:30 p.m. on November 1, 2019

Human Resources Division  
City of Owen Sound  
808 2<sup>nd</sup> Avenue East  
Owen Sound, Ontario  
N4K 2H4  
Fax: 519 371-8190  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

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. We will accommodate the needs of qualified applicants under the Human Rights Code and the *Accessibility for Ontarians with Disabilities Act* in all aspects of the hiring process, upon request.