



Job Posting

Deputy Clerk/Legislative Coordinator (Contract-Up to 8 Months)
(Salary Range: \$33.81 - \$38.02 / Hour)
Clerk's Department

The County of Grey is currently recruiting for a Legislative Coordinator to join a six-person Clerk's department for up to 8 months. Grey County isn't just a great place to work; it's a great place to live. Grey County is a family of distinct and proud communities that showcase natural beauty, opportunity and a peaceful rural lifestyle.

Situated two hours north of Toronto, Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented. And, no matter the season, there's always something to do in Grey County.

Your key responsibilities include:

- providing administrative support to Grey County Council, Committee of the Whole and various committees and task forces established from time to time by County Council
- Preparation of agendas, minutes, agenda packages for Council, Committee of the Whole and various other committees and task forces.
- assisting the Clerk in the fulfillment of statutory and advisory duties as defined in prevailing provincial and municipal legislation
- provision of some administrative support to staff in the Clerk's department
- assist in drafting by-laws for consideration by County Council.

You will have a strong knowledge of legislation as it affects the administration of a municipality, in particular the Municipal Act and acts related to the Freedom of Information provisions, strong knowledge of parliamentary procedures, office operations and technology, working knowledge of functions, operations and business of municipal government and the policies and customs of County Council, Committees and their relationship with staff and external contacts. You must have organization and communication skills, good attention to detail and able to work independently with minimal supervision.

A Degree or Diploma in Public Administration, Political Science or related field or equivalent combination of education and experience with two (2) years of related experience in municipal administration is required. Completion of the Municipal Administration Program (MAP) through AMCTO is considered an asset.

Candidates for the above position are invited to submit resumes prior to **December 11, 2020 at 4:30 p.m.** to:

Heather Morrison, Clerk
The County of Grey
595 9th Avenue East
Owen Sound Ontario N4K 3E3
Fax: 519-376-8998
Email: heather.morrison@grey.ca
Web: <https://www.grey.ca/careers>

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.