



**Requires an Administrative Assistant to the Director of Legislative Services/Clerk
(Maternity Leave Replacement-12-month Contract)**

The Administrative Assistant to the Director of Legislative Services/Clerk, the Administrative Assistant provides advanced, highly diversified, confidential, and discretionary support to the Director of Legislative Services/Clerk in the day-to-day operations of the Town.

Under the direction of the Director of Legislative Services/Clerk, the successful applicant will perform the following duties and responsibilities:

- Provides a wide variety of administrative support to the Director of Legislative Services/Clerk
- Provides a wide variety of administrative support to the Deputy Clerk (Records Management Clerk)
- Assists the Director of Legislative Services/Clerk with facilitating the public process, ensuring fair, open, and accountable practices for open and closed session meetings with transparency and professional integrity.
- Assists the Director of Legislative Services/Clerk with the management of calendars, including scheduling meetings and arranging conference/virtual calls with both internal and external parties.
- Assists the Director of Legislative Services/Clerk with the management of tracking deadlines and notice periods.
- Assists with preparing and composing correspondence, reports and presentations as required.
- Assist with processing of lottery licence, taxi driver, taxicab applications.
- Assists with the preparation of Council and Committee meeting agendas and minutes as required.
- Assists with the Director of Legislative Service/Clerk with the Corporate website.
- Circulates rezoning and official plan amendment notices pursuant to the Planning Act.
- Assists the Deputy Clerk (Records Management Clerk) with the maintenance and implementation of the corporate-wide record/information management, electronic document management, archives, imaging, and other related services.
- Assists with the administrative operations of the Maitland Cemetery including data input.
- Assist with overall routine inquiries of the department.
- Ensures databases are updated regularly and information remains current.
- Performs other related duties as assigned.

The ideal candidate will possess the following qualifications:

- Post-secondary diploma in Office Administration, Records Management or equivalent with a

minimum of two (2) year's municipal government experience or equivalent

- Strong attention to detail, and organization skills to prioritize workload to meet established deadlines.
- Good oral, written, and interpersonal communication skills.
- Elevated level of initiative, resourcefulness, and independent judgment.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- Ability to think and act strategically and appropriately in a political and community service environment.
- Valid First Aid/CPR Certification
- Valid Class "G" driver's licence
- Satisfactory Criminal Records Check (CRC)

The rate of pay for this position is \$31.08 to \$37.00 per hour. The hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday, working 35 hours per week. The Town of Goderich offers additional compensation with 11% in lieu of benefits and 4% vacation pay.

The Town of Goderich offers an OMERS Pension Plan, Employee Recognition Programs, and a Professional Development Program. The Town of Goderich promotes a productive team environment for personal growth and success.

Qualified candidates are invited to email their letter of application and resume (one PDF document) to HR@goderich.ca, by 1 PM, Wednesday, September 23, 2026.

Town of Goderich – Human Resources
57 West Street
GODERICH, Ontario N7A 2K5

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Town of Goderich is an equal opportunity employer.

The Town of Goderich is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the Town of Goderich's Integrated Accessibility Standard, a request for accommodation will be accepted as part of the Town.