



Requires a Deputy Clerk (Records Management Clerk (Maternity Leave Replacement 13-month Contract))

The Town of Goderich is seeking a strong communications individual who fosters an environment where good governance and positive relations thrive. The Deputy Clerk (Records Management Clerk) will assist the Director in the execution of statutory duties of the Municipal Clerk function, as identified in the Municipal Act, 2001, and other related legislation. The Deputy Clerk will assist the Director in all planning and heritage functions for the municipality.

The Deputy Clerk will provide secondary support in a wide variety of functions including the execution of the statutory duties of Registrar, Election Returning Officer, Licensing Officer, Marriage Commissioner, and other advisory duties in accordance with the Municipal Act, Planning Act, Heritage Act and various other acts and legislation.

This position will be responsible for assisting the Director of Legislative Services/Clerk with the implementation of policies and procedures related to the management of the Corporation's records. This position is responsible for supporting the Records Management program, a corporate-wide electronic document and records management system governing the storage and retention of records and providing assistance to all corporate departments.

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

- Acts as Deputy Issuer of Marriage and Lottery Licenses, Deputy Division Registrar, and Commissioner of Oaths to certify documents.
- Provides assistance and back-up support to the Municipal Clerk and assumes the statutory role of Municipal Clerk in his/her absence.
- Attends all Council and Board/Committee meetings and performs secretariat services, including preparation of resolutions, agendas, and recording of minutes and the disposition of all resulting actions of Council and Boards/Committees, as required.
- 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 preparing the Council orientation materials and inauguration.
- Assists the Director of Legislative Services/Clerk with the discharge of the statutory responsibilities for municipal elections in reports and in accordance with the Municipal

Elections Act, including the update and preparation of the Voters List and election materials, the scheduling of voting places, the training and organization of Elections staff and act as the Deputy Returning Officer.

- Performs research and analysis related to by-laws and legislation and prepare reports as required.
- Assists the Director of Legislative Services/Clerk with the maintenance and implementation of the corporate-wide record/information management, electronic document management, archives, imaging, and other related services.
- Provides support to Council and members of Council, public and external agencies with respect to records management, training, and assistance.
- Assists with updating and revising the Clerk's department information on corporate website.
- Assists the Director of Legislative Services/Clerk with the administration of the Maitland Cemetery, coordinating interments, administering sale of interment rights, maintaining records (paper and electronic), and receives payments.
- Assists the Director of Legislative Services with responding to heritage matters.
- Assists the Director of Legislative Services with responding to inquiries from and/or liaises with the public, government agencies, legal counsel, elected officials, electoral candidates, etc., on local government and legal matters.
- Assists the Director of Legislative Services/Clerk in preparing documents relating to all planning matters for the municipality.
- Performs other related duties as assigned.

This 13-month maternity leave replacement contract position, expected to commence at the beginning of October. This position offers a competitive rate of pay of \$39.94 - \$47.55, based on a 35-hour work week, with core working hours of 8 AM – 4 PM, Monday to Friday. This position is required to work frequent overtime to deal with Council or evening meetings, deadlines imposed by legislation, by the CAO, the Director of Legislative Services/Clerk or Council direction. 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. This temporary position is for an up-coming vacancy in the Department.

Qualified candidates are invited to email their letter of application and resume (one PDF document) with 2026-24-Deputy Clerk on the subject line to hr@goderich.ca, by 4 PM, Friday August 28, 2026. Interview will be held on the week of September 7, 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.