



Job Posting: **Community Engagement and Deputy Clerk**

Competition Number: 20013

Location: Municipal Office - 52 Seguin Street, Parry Sound, ON

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Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the **Town of Parry Sound** offers an exceptional quality of life. Join our team in the **Community Engagement and Deputy Clerk** position, an important role in the Office of the Chief Administrative Officer.

**Essential Duties and Responsibilities:**

Reporting to the Chief Administrative Officer (CAO), the Community Engagement and Deputy Clerk leads community engagement, provides special project and administrative services to the Office of the CAO and performs statutory duties of the Clerk as required.

**Community Engagement:**

1. Assists with the development, maintenance of a Community Engagement Plan that aligns with and achieves the Town's engagement objectives.
2. Seeks public input through a variety of media and forums on topics, special projects when public and business community engagement is desirable, i.e., Corporate Strategic Plan, Recreation Master Plan, business plans, statutory and Town notice requirements.
3. Manages issues and public relations on behalf of the Town.
4. Develops, manages corporate branding guidelines, and implements branding strategy, including decision making regarding external initiatives the Town supports with its brand.
5. Works with departments to ensure the organization of content on the Town's website is easily, intuitively accessible and supports departments, ensuring timely and accurate information/updates are made to the website, social media accounts.
6. Builds strong working relationships with the media.
7. Drafts, issues media releases, coordinates responses to media inquiries for information, interviews; assists the appropriate spokesperson as needed to develop key messaging.
8. Manages external communications consultants.
9. Monitors social media to improve social media engagement and citizen response. Monitors industry best practices to identify/recommend opportunities that will enhance public consultation, citizen, and business engagement in municipal government.

**Support to the Office of the CAO:**

1. Provides administrative support services for the Office of the CAO, including coordinating special projects, researching, generating reports, i.e., Strategic Plan, Annual Report, Key Performance Objectives.
2. Assists in coordinating the Town's ongoing response to the Truth & Reconciliation Commission's Calls to Action.
3. Provides leadership in coordinating various Council events such as Volunteer Recognition, the annual Mayor's Levee, and Order of Parry Sound.



### **Support to the Clerk function:**

1. Appointed as Deputy Clerk, in conjunction with the Town Clerk, performs statutory duties i.e., Managing the legislative process for Council; preparing agendas, drafting reports and recommendations, resolutions, by-laws and recording meeting minutes; supporting the Municipal Elections process; executing documents/affidavits as Commissioner of Oaths and Affidavits; certifying documents and acting as signing authority for legal documents.
2. Acts as Division Registrar of Vital Statistics and oversees the management and service delivery of the vital statistics function in accordance with the Vital Statistics Act, Cemeteries Act and Marriage Act.
3. As Deputy Clerk, shares the management and direction of the Administrative Department's Administrative Assistant.
4. Performs other related duties as required such as support for Freedom of Information requests, records management responsibilities.

### **Education, Experience, Knowledge, Skills:**

1. Community College or University degree in Public Relations, Business Administration, or a related discipline.
2. High level organizational, managerial, analytical, and interpersonal skills, initiative and ability to perform tasks without supervision.
3. Excellent written & oral communication, leadership, team building, public/staff relations skills.
4. Ability to work with tact and discretion with elected and appointed officials, other levels of government, the public, media, and consultants.
5. High proficiency in Microsoft Office.

### **Compensation:**

This is a full-time permanent Non-Union position, 35-hour work week with a compensation range of \$76,604 - \$89,617. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

### **Application Process:**

**Email:** In one document, please send your resume, cover letter, under the subject line "Community Engagement and Deputy Clerk" to Pamela Langevin, Human Resources Manager at [plangevin@parrysound.ca](mailto:plangevin@parrysound.ca).

This position will be posted until filled.

We thank all applicants for their interest. We will contact those applicants selected for an interview.

### **Accessibility:**

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

### **Privacy:**

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.