



TOWNSHIP OF BLANDFORD-BLENHEIM DEPUTY CLERK / COMMUNICATIONS COORDINATOR (Full-Time Permanent)

The Township of Blandford-Blenheim is inviting applications for a motivated and well-organized individual to join the Clerks Department in the recently created position of Deputy Clerk / Communications Coordinator. Reporting to the Clerk, primary responsibilities include:

- Leading the effective creation and roll out of a Corporate communication strategy, including developing and producing communication initiative for the Township;
- Managing the corporate website and social media accounts, ensuring timely and accurate information and updates;
- Ensures consistent engagement and dialogue with media and the public by building positive relationships;
- Assist in overseeing electronic records management;
- Attending Council meetings, recording and/or livestream Council meetings;
- Compose/prepare external and internal correspondence, minutes, memos, reports, bylaws and other confidential documents and papers;
- Review, edit and/or author documents, reports, including staff reports to Council;
- Assist the Clerk in the review, editing, compilation and transmission of Council packages;
- Conduct background research and draft or amend policies and bylaws;
- Perform the statutory duties of the municipal Clerk in his/her absence;
- Deputy issuer of Marriage licenses, Deputy Division Registrar, Lottery License Officer, and Commissioner of Oaths;
- Assists with coordination of administration of municipally maintained cemeteries;
- Assist with special projects as assigned by the Clerk;
- Assist with telephone reception as required;
- Performs related duties as assigned.

The ideal candidate will possess the following:

- Post-secondary degree in public or business administration, political science, public relations, marketing, design or related field;
- Completion of the Municipal Administration Program from AMCTO would be an asset;
- 2-4 years' experience in an administrative role, preferably in a municipal environment. Experience in marketing and/or corporate communications would be considered an asset;
- Excellent knowledge of Microsoft Windows and Office Applications (Outlook, Word, Excel);
- Ability to learn new software, experience working with EDRMS and Agenda Management Software considered an asset;
- Excellent interpersonal and communication skills, coupled with a confident and friendly demeanor, capable of diffusing tense situations with the public;
- Excellent written communications and ability to proofread, edit and author documentation including reports, bylaws, grant applications, correspondence and marketing materials;

- Good analytical reasoning and problem-solving skills including the ability to research potential solutions and make a recommendation;
- Ensure a high level of respect for confidentiality and professional ethics;
- Proven organizational skills to prioritize and complete tasks within appropriate time frames and work under pressure.

Compensation for this position is \$68,268.20 - \$85,339.80 per year, for a (35) hour work week (8:00 a.m. to 5:00 p.m.).

As an organization that is committed to supporting the growth and well-being of its employees, the Township of Blandford-Blenheim recognizes that work-life balance is important for a productive workplace and offers a compressed (four-day) work-week flexible arrangement for this position, in addition to a comprehensive health benefits package and participation in the OMERS pension plan.

For a full job description, please see:

<https://www.blandfordblenheim.ca/en/township/employment.aspx>

Deadline: Applications will be accepted until Monday, May 5th, 2025 at 5:00 p.m.

Applicants are invited to submit their resume and cover letter in PDF format in confidence to:

Sarah Matheson
Clerk
Township of Blandford-Blenheim
47 Wilmot Street
Drumbo, ON NOJ 1G0
Email: smatheson@blandfordblenheim.ca

The Township of Blandford-Blenheim is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Blandford-Blenheim if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants that apply and advise that only those to be interviewed 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 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.