



Renfrew
Bridging Charm and Convenience

EMPLOYMENT OPPORTUNITY

#26.26 – DEPUTY CLERK (FULL-TIME TEMPORARY)

OFFICE OF THE CAO & TOWN CLERK

The Town of Renfrew invites applications for the position of Deputy Clerk. Reporting to the Director of Legislative Services & Council Relations/Town Clerk, the Deputy Clerk will support the delivery of legislative and administrative services and perform the statutory duties and functions of the Clerk as required, with specific focus on coordination of Working Groups, Committees and Records Management. Responsibilities include day-to-day administrative coordination; conducting research; attending meetings as assigned; assisting in municipal elections activities and wrap up; completing special projects and assignments; overseeing record management initiatives; act as Deputy Division Registrar for Vital Statistics; and providing administrative support.

This is a temporary, full-time position commencing November 9, 2026, with an anticipated term through December 31, 2027, subject to the return of the incumbent and operational requirements.

Qualifications:

- Degree or advanced diploma in public administration, political science, legal studies or related discipline, or an equivalent combination of education and relevant experience.
- Three (3) to five (5) years of relevant municipal experience is preferred.
- Experience working in municipal clerks, legislative services, Council and committee support, records management, and/or municipal elections is considered an asset.
- Diploma in Municipal Administration, AOMC and AMP designations, Parliamentary Procedures course work or related experience is considered an asset.
- Strong knowledge of and experience with records management.
- Proficiency in Microsoft Office applications, including experience with database management.
- Demonstrated ability to exercise tact, discretion, and sound judgment when handling confidential or politically sensitive matters.
- Excellent administrative, organizational, communication, interpersonal, time management, report writing, problem-solving, multitasking, and minute-taking skills.
- Demonstrated initiative and independent judgment, with the ability to work effectively as a key member of a team and with minimal supervision.
- Satisfactory Criminal Record Check, as required by the Town.

In addition to a competitive salary of \$40.29 per hour (2026 rates), the Town of Renfrew offers exemplary values, a strong community spirit, a rural quality of life, well maintained infrastructure, and an outdoor recreation paradise, all of which help to create a productive environment for personal growth and success.

***Qualified applicants are invited to submit their resume, stating
"Town of Renfrew #26.26 - Deputy Clerk" by 1:00 p.m., Monday October 5th, 2026 to:***

Town of Renfrew, Attn: Compensation/HR Specialist, 127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: hr@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.