



**Full-Time Position  
Deputy Clerk/Coordinator of Planning  
Township of St. Clair**

The Township of St. Clair is located in the County of Lambton just south of the City of Sarnia with a population of approximately 15,000. Due to an impending retirement the Township is looking for a Full-Time Deputy Clerk /Coordinator of Planning with a strong knowledge and experience in the administration of the Municipal Act, Municipal Election Act, Planning Act, Municipal Freedom of Information Act and other related legislation. This Position reports to and supports the Municipal Clerk and in the absence of the Clerk performs the duties of the Clerk. In addition this position is also responsible for the coordination of all planning issues and includes acting as Secretary to the Municipality's Committee of Adjustment and the Site Plan Committee.

An ideal candidate possesses a university degree or community college diploma in public administration, local government, planning or a related discipline. Preference will be given to those who have successfully completed the Municipal Administration Certificate program and are willing to pursue a Certified Municipal Officer (CMO) designation and related membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario.

Please submit your resume and covering letter to John DeMars at 1155 Emily Street, Mooretown, ON N0N 1M0 or email to [jdemars@twp.stclair.on.ca](mailto:jdemars@twp.stclair.on.ca). Application deadline is **4:00 p.m., Tuesday, February 9, 2010**. Job description is available upon request.

*St. Clair Township wishes to thank all those who make application  
but only those chosen for an interview will be contacted.*