



The Corporation of the Township of South-West Oxford

Requires a Full Time, Legislative Services, Corporate Communications and Records Management Administrative Assistant

The Township of South-West Oxford works to proactively improve the well-being, safety and sustainability of South-West Oxford communities through the delivery of high-quality, caring, accountable and responsive services. Strategically located along the Highway 401 corridor in the southwest corner of Oxford County, we offer a well-connected transportation network of Provincial, County, and Municipal roadways, supporting a thriving environment for residents and businesses alike.

We are seeking a motivated and detail-oriented professional to join our team as **Legislative Services, Corporate Communications & Records Management Administrative Assistant**.

Position Summary

Reporting to the Manager of Legislative Services/Clerk, this full-time position provides administrative support for Legislative Services, Communications and Records Management. The role is responsible for providing administrative support to the Clerk, Chief Administrative Officer and the Mayor and Council; preparing agenda and taking minutes for Committees of Council; assisting with communications through Township social media channels, and the Township website, and administering the Township's Records Management program.

A complete job description, including detailed responsibilities and qualifications, is available at www.swox.org.

Key Responsibilities Include:

- Provides routine administrative and clerical support to the Clerk and Chief Administrative Officer.
- Supports various Committees of Council including preparation of minutes, agenda and all other related follow-up correspondence.
- Assists the Clerk in fulfilling the statutory duties under the *Municipal Act*, *Municipal Elections Act*, *Line Fences Act*, *Drainage Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and any other legislation as required.
- Appointed as Deputy Division Registrar responsible for keeping of Vital Statistics, including:
 - Issuance of Marriage Licenses
- Assists the Clerk with the conduct of the municipal election process:

- Maintenance of the Voter's List as required
- Creation of Candidate information packages
- Creation and maintenance of Municipal Elections page on the Township website, and updates and information posting on Township social media channels
- Assists the Clerk with the issuance of lottery licenses and maintenance of lottery records.
- Assists with the implementation and maintenance of the Township's records management system and software (both paper and digital) as well as the associated records retention schedule.

Qualifications

- Post-secondary education in public/business administration or a related field, or an equivalent combination of education and relevant experience.
- One (1) to three (3) years of administrative experience, preferably in a municipal or public sector environment.
- Strong organizational, communication, and customer service skills.
- Proficiency with Microsoft Office 365; Canva; Adobe Express; Social Media (Facebook/Instagram); experience with municipal software (e.g., Laserfiche, Great Plains) considered an asset.
- Valid Ontario Class "G" driver's license.

Salary and Benefits

This is a **Grade 3 position** on the Township grid, with a salary range of **\$50,213.80 to \$62,771.80** (based on a 35-hour work week), plus a comprehensive health benefits package and the OMERS Pension Plan.

A condensed work-week option is available following one year of employment.

Application Process

Qualified applicants are invited to submit their resume, outlining their qualifications and experience, by **Friday, December 5th, 2025 at 4:30 p.m.** to:

Emily Lavender-Ruple, Payroll & Benefits Administrator
 Township of South-West Oxford
 312915 Dereham Line, RR1
 Mount Elgin, ON N0J 1N0
 Email: payroll@swox.org

The Township of South-West Oxford is an equal opportunity employer and values a diverse

workforce. Accommodations are available for applicants with disabilities upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act.