



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

TOWN OF SHELburne
JOB POSTING
OPERATIONS, PARKS AND FACILITIES CLERK
(18-MONTH CONTRACT)
WAGE RANGE - \$28.57 - \$33.60 (2026)

This position, administers and supports Parks and Facilities rentals and the administration of rental processes in accordance with established policies and procedures. Provides customer service at Town Hall, including telephone and counter service. Responds to inquiries and assists with customer concerns related to Operations, Parks, and Facilities. Provides administrative and operational support to the Director of Development and Operations, Manager of Operations, Parks and Facilities, and Operations Supervisor. There is no benefit package associated with this position.

WHAT WE OFFER YOU!

- A competitive hourly wage ranging between \$28.57 - \$33.60 (2026)
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- Professional development opportunities

Reporting to the Director and Manager general duties and responsibilities include but are not limited to:

- **Inquiry & Service Management:** Logs and routes public requests for Operations, Parks, and Facilities; manages the lifecycle of service requests in City-Wide Maintenance Manager to ensure timely resolution.
- **Customer Service & Liaison:** Acts as the primary point of contact for front-counter and telephone inquiries, escalating complex or sensitive issues to management.
- **Administrative Operations:** Manages departmental calendars, prepares correspondence, maintains records, and processes road occupancy permits and road closure documentation.
- **Financial & Procurement Support:** Assists with budget preparation and procurement documentation; verifies payments for facility rentals and tracks Town-owned fleet license renewals.
- **Facility & Program Coordination:** Processes rental requests and coordinates seasonal user group allocations for sports fields and outdoor facilities in accordance with Town policy.
- **Contractor & Maintenance Oversight:** Coordinates external contractors for maintenance and replacement programs, including boulevard trees and street lighting.
- **General Support:** Updates departmental procedures and performs other administrative duties to support operational goals.

The following qualifications/information must be clearly identified in your resume:

- Diploma in Office Administration or related field, or equivalent combination of education and experience.
- One (1) year of administrative experience, preferably within a municipal or public service environment.
- Working knowledge of Parks, Operations, and Facilities administrative processes.
- Familiarity with applicable municipal legislation and standards considered an asset.
- Proficiency in Microsoft Office (Excel, Word, Outlook); experience with municipal systems such as Keystone and City-Wide Maintenance Manager considered an asset.

A copy of the full job description is available at:
<https://www.shelburne.ca/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to: jobs@shelburne.ca no later than, Wednesday, March 25, 2026, at 1:00pm.

Please quote the job title in the subject line. Mail:

**Human Resources
Town of Shelburne
203 Main Street East
Shelburne, ON
L9V3K7**

**TO VIEW OTHER AVAILABLE
POSITIONS,
SCAN THE QR CODE BELOW.**



****We do not use artificial intelligence, automated decision-making, or algorithmic screening tools in our recruitment or hiring processes. All applications are reviewed and assessed by human recruiters and hiring managers****

****Only those selected for an interview will be contacted****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

To select the best candidates to serve the Town of Shelburne and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job description qualifications.

The Town of Shelburne is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Shelburne, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Shelburne.