

HELP WANTED

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**THE CORPORATION OF THE
Town of Halton Hills**

1 Halton Hills Drive — P.O. Box 128
HALTON HILLS (Georgetown), Ontario L7G 5G2
873-2600

REQUIRES A TOWN CLERK

THE COMMUNITY
The Town of Halton Hills, with major urban centres of Georgetown and Acton, is ideally located 45 kilometres northwest of Toronto and bordered by the Credit River, the Niagara Escarpment, and several conservation areas.

The Town enjoys a small town way of life combining cultural and recreational activities.

THE POSITION

Halton Hills requires the Town Clerk to become part of a senior management team reporting to the Administrator.

THE DUTIES

Duties will include the preparation of Council agendas and minutes, processing of correspondence, attendance at council meetings and other meetings as required, preparation of by-laws, coordination of grant programs, dealing with planning and development matters, and other duties as assigned by Council.

The successful candidate will:

- execute the statutory duties of a Municipal Clerk;
- demonstrate knowledge of Provincial Statutes, the Municipal Act, the Planning Act, and the Municipal Elections Act;
- coordinate and administer the 1991 Municipal Election;
- be responsible for reports to Council.

THE QUALIFICATIONS

University or college education, preferably at the degree level in a related field, or a combination of experience and education with the A.M.C.T. designation.

Five (5) years municipal experience in a Clerk's department.

The position requires a person skilled in communicating with Council, staff, the public, and senior levels of government.

Excellent written and verbal communication skills are essential as are management and leadership skills.

RECOMPENSATION

Applicants are requested to indicate salary expected.

Qualified candidates may submit a detailed resume in confidence to the undersigned by Wednesday, May 15, 1991.

Town of Halton Hills

Mr. M. Cohen

Personnel Officer

P. O. Box 128

Halton Hills (Georgetown), Ontario

L7G 5G2

We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

Personal information is collected under the authority of the Municipal Act R.S.O. 1980, Chapter 302, and will be used to select a candidate. Questions about this collection should be directed to the Personnel Officer.

Ad. No. 1386

5814-hw-0424-0424



HALTON HILLS HYDRO

Halton Hills Hydro is a growing utility providing service to Acton, Georgetown and their rural surroundings. The Engineering Department of Halton Hills Hydro requires a temporary engineering assistant to aid in the design of electrical distribution systems for industrial, commercial and residential loads. He/she will also be involved in the maintenance and improvement of engineering databases.

Halton Hills Hydro intends to begin implementation of an Aerial Mapping/Facilities Management System in mid-1991. The engineering assistant would be expected to actively participate in the digitizing of existing maps. Experience with software such as Autocad, Lous 123 or DBASE would be an asset.

The work term will be from May 6, 1991 (earliest) to August 30, 1991. Rate of pay will be \$10.00 per hour. A valid driver's license is required.

Please respond in writing no later than 4:30 p.m. May 3rd, 1991. Correspondence should be addressed to:

Halton Hills Hydro-Electric Commission
Engineering Department
43 Alice Street
Acton, Ontario
L7J 2A9
Attention: D. F. Guatto, Engineering Manager

Only those applicants selected for an interview will be contacted.

5892-hw-0424-0426

ACTIVE ERIN AREA REALTOR

Requires Part Time
Secretary/Receptionist

for Thursday, Friday evenings and Daytime on Saturday. Excellent typing and communication skills essential. Experience preferred. Call:

NRS Brand Realty Inc. Erin
833-2773 - Gary Brand

5795-hw-0419-0424

UNIVERSITY STUDENTS

Wanted two students for 12-13 weeks starting June 1st to prepare an inventory of historically/architecturally significant buildings in Halton Hills. Background in architectural landscaping/engineering or historical/architectural conservancy. Car preferable (allowance provided) \$8.00 - \$9.00 an hour. Send resume's before April 30 to L.A.C.A.C. c/o The Halton Hills Civic Centre, P.O. Box 128, Georgetown, Ontario, L7G 5G3.

BOOKKEEPER REQUIRED

Well established business requires individual for monthly bookkeeping. Experience with personal/computerized legal accounting systems is essential.

Box 345
The Herald
45 Guelph Street
Georgetown, Ontario
L7G 3Z6

5175-hw-0227-8301

**DICKIE DEE
Acton**

Full and Part Time
Bike Rider(s)
Required immediately.
Flexible hours.
Possible earnings
\$2,000 - \$5,000
for season.
Call for an interview.
853-2912

Dental
Receptionist
Required
Full Time
for Mississauga Rd. &
401 area
826-4929

5777-hw-0417-0418

TELEMARKETERS
Lifetime Opportunity
Financial Independence
Full/Part Time
Info: Send S.A.S.E.
MJ & Associates
P.O. Box 333
Acton, Ont.
L7J 2M4

HELP WANTED

**TRUCK DRIVERS
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Attend Ontario's Oldest and Largest School specializing in complete Class 'AZ' training. Train with the professionals. Over 5,000 graduates. Job placement assistance available. No experience necessary.

**MERV ORR
TRANSPORT**
1-800-265-3559

3343-hw-0606-R

**Georgetown Parent
Child Center
Requires**

Office Staff

Good secretarial skills, computer experience required, knowledge of word perfect. Flexible hours - 12 hrs. weekly.

Call 873-2960

5857-hw-0424-0426

**Canadian Tire
Georgetown**

Requires mature full time help in Parts Dept. Experience preferred. Applications available at 236 Guelph St.

5884-hw-0424-0426

"AZ" or "DZ" License Transport Driver Training at Merv Orr Transport. 1-800-265-3559.

The Towne Friar requires person for fish and chip shop. Hours and wages to be negotiated. Call 853-1053.

HELP AVAILABLE

Unemployed man, 25 years old wishes to obtain off jobs, eaves troughing, windows, raking, mowing, etc. 877-8282.

Philippino lady recently arrived in Canada to join husband needs work. Babysitting, cleaning, clerical. Salary negotiable. Call Gie 853-4034.

HAIR DRESSERS

Family Hair Styling GIGI Honee Hair Removal. Seniors 10 per cent off Wednesdays. Corrie's Hairplace, 21 Mill St. W., Acton. 853-3461.

Anna Christine's For Hair "FREE" Manicure With \$40. Purchase Lingerie or Casual Wear until May 15 Behind Pizza Hut 873-6027

CAREER OPPORTUNITIES

HAIRSTYLIST
A Career with a Future
Classes Starting Soon
**GUELPH SCHOOL
OF HAIRSTYLING**
85 NORFOLK STREET
GUELPH, ONTARIO N1H 4J4
(519)837-0833
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&
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IT
AGAIN!**

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- REFRIGERATORS
- WASHERS
- DISHWASHERS
- MICROWAVES

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