

Town Clerk

(Job # 2023-034-IE)

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| Department: | Office of the CAO |
| Status: | Full Time, Permanent |
| Date Posted: | March 9, 2023 |
| Date Closing: | March 23, 2023 4:30 p.m. |
| Number of Positions: | 1 |
| Scheduled Hours/Shifts: | 37.5 hours per week |
| Salary: | \$134,540.13 – 163,688.63 |
| Flexible Working Arrangement: | Yes |

Position Purpose:

Responsible for the strategic development and planning of the Clerk's Division. Provides leadership and general/financial management of the division and aligns organizational goals with division's objectives. Responsible for statutory duties of Municipal Clerk including Council secretariat, corporate information and records management, licensing, cemeteries administration, elections co-ordination, responding to public and internal inquiries, providing advice/guidance/interpretation/research with respect to the municipal and applicable provincial legislation and regulations, acting as Commissioner of Oaths and as Issuer for marriage licenses, burial permits and vital statistics, solemnizing marriages; conducting research, Division budget preparation, administration and presentation, staff supervision and development; execution of various statutory responsibilities in accordance with provincial legislation; acting as Head for requests under MFIPPA; preparation of reports/by-laws and resolutions; review and signatory to Town agreements; participant on Senior Leadership Team; acts as liaison between Council, the public and various statutory bodies and Ministries, etc

Qualifications and Requirements:

- Formal academic training in public administration, law, political science, or related discipline that can be achieved through a university degree in government administration.
- Eligibility for, or full membership in, the Association of Municipal Clerk's and Treasurers of Ontario. CMO designation preferred.
- Six years demonstrated experience in municipal government at a management level (as Deputy Clerk or another senior management position).
- Excellent conceptual, analytical, problem-solving, organizational, communication, leadership and supervisory skills.
- Thorough working knowledge of municipal functions and responsibilities, municipal legislation (i.e. Municipal Act, Municipal Elections Act, Planning Act, *Funeral, Burial and Cremation Services Act*, Tile Drainage Act, Line Fences Act, Freedom of Information and Protection of Privacy Act, Order in Council regarding Charitable Gaming, Protection of Livestock and Poultry from Dogs Act, , Municipal Conflict of Interest Act, Marriage Act, , and the Vital Statistics Act); procedures and practices respecting Council meetings and record management; and election requirements and processes.
- Excellent administrative report-writing, communications, analytical problem-solving, organization and supervisory skills.
- Ability to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions, community groups and organizations, the general public and the development community.
- Promotes good governance, provides leadership and guidance on open and transparent public processes.
- Availability to attend evening meetings as required.

How to apply:

Please forward your resume in confidence by **March 23, 2023 at 4:30 p.m.**, identifying **Job # 2023-034-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whichurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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