



DEPUTY CITY CLERK

Choose Barrie

The City of Barrie is a vibrant, progressive and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us. Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

Under the general guidance and direction of the Director of Legislative and Court Services (City Clerk), the Deputy City Clerk is responsible for providing leadership to the Legislative Services Branch including the general and financial management and day-to-day administration. Key responsibilities include recording of Council/Committee meetings and/or oversees the provision of Council secretariat and administrative support functions and associated records management, prepares reports/ recommendations/by-laws and attends Council, Committee and other public meetings, makes presentations and provides advice and guidance, consults with members of Council on meeting procedures, motions, resolutions, coordination of reference and advisory committee agendas, meetings and reports and handling of complaints. This position oversees the Information Management and Privacy section including the implementation of the Corporate Records and Information Strategy and performs the statutory duties of the "Head" under the Municipal Freedom of Information and Protection of Privacy Act in the absence of the Clerk. This position also oversees the corporate mail and printing services, formulates terms of reference and oversees the preparation of tender documents and associated evaluation criteria for the acquisition of equipment and acts as a Deputy Division Registrar under the Vital Statistics Act. In addition to overseeing the above noted services, this position is responsible for administering and organizing all facets of the Municipal Election, under the direction of the City Clerk.

Other Important Information

Location: City Hall, 70 Collier Street, Barrie

Hours: The normal hours of work 35 hours per week, however some non-standard hours may be required.

Wage: This is a Level 14 position on the Non-Union Pay Scale with a 2017 pay range of \$92,777.81 to \$118,413.04 per year (\$50.98 to \$65.06 per hour).

Benefits: This position includes a comprehensive non-union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

Please submit your resume electronically by quoting file **E-18-04 Deputy City Clerk** in the subject line (*MS Word or pdf format only*) to email hire.me@barrie.ca by Thursday, March 8, 2018.

For full details, please visit our website, www.barrie.ca/jobopps

The City of Barrie is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.