

# City Clerk

## Clerks Department

Job Number	Ck-241-19
Employment Status	Full Time Permanent
Position Overview and Responsibilities	<p>Do you want to work for the number one municipality in Canada? Working for the City of Burlington means that you will be part of our senior leadership team, you will work for and with a highly engaged Council, you will have opportunities to work on projects, develop your leadership skills and most importantly work with a great community and staff. Our values, simple but powerful statements, are:</p> <ul style="list-style-type: none"><li>• We take care of each other</li><li>• We are all important</li><li>• We take pride in serving our community</li><li>• We have the opportunity to continuously learn and grow</li><li>• Together we do great things</li></ul> <p>If you share our values, are committed to public service and have had management level experience as a Municipal/Regional Clerk we have a great opportunity. We are seeking a high performing individual to be responsible for the leadership and administration of the Clerk's department. As the City Clerk you will provide leadership and direction in the areas of citizen and council committee support, information management and FOI, municipal elections, and act as a corporate signing officer for the Corporation. You will provide advice to the City Manager and Council on administrative matters, all statutory functions related to the Clerk's position, ensuring all documents relating to Council are managed appropriately.</p> <p>You will ensure that appropriate systems (both manual and electronic) are in place to manage the corporation's records and protect vital information in accordance with established by-laws and policies. You will act in the capacity as the Designated "Head" for Freedom of Information requests. Digital transformation of the City's records is a key upcoming project and you will play a vital leadership role in this project.</p> <p>Reporting to the City Manager, the City Clerk is a member of the Burlington Leadership Team and in this capacity participates in the overall strategic and collaborative stewardship of the municipality.</p>
Requirements	<p>Your education includes an undergraduate degree in public administration, business administration, political science or a related field. A completed professional designation (for example: Certified Municipal Officer from the Association of Municipal Managers, Clerks and Treasurers Association of Ontario) is preferred. Of equal importance is your experience and proven abilities in managing people, building relationships and developing trust with Council and staff. You will have at least 5 years of progressive and diversified government experience (3 of which are at a management level), you will be highly organized, politically astute, and able to build positive relationships at all levels within an organization.</p>
Hiring range	\$131,825-\$164,781 (Grade 15)
Posting Close Date	December 13, 2019
How to Apply	<p>To apply, please visit <a href="http://www.burlington.ca/careers">www.burlington.ca/careers</a> and click on "View Jobs". Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.</p>

*We thank all applicants and advise that only those to be interviewed will be contacted.*