
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting **Temporary Non-Unionized** opportunity in the **Office of the City Clerk** for an experienced and motivated individual*

**Policy Analyst/Project Lead
(JOB # J1219-0044) (Contract)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for the coordination of Vaughan's policy development and review process including: overseeing policy development and review framework (e.g. principles, standards, governance), maintaining and reviewing Council and Administrative policies, maintaining Vaughan's policy library, supporting Council and departments to develop new policies, and providing training and education on Vaughan's policy development and review process.

Qualifications and experience:

- University undergraduate degree in Public Administration, Political Science, or suitable equivalent.
- Minimum one (1) years related experience.
- Excellent oral and written communication skills, coupled with an ability to facilitate and manage internal and external meetings, and deliver training sessions
- Demonstrated thorough knowledge and understanding of provincial legislation, including but not limited to the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Employment Standards Act, etc
- Demonstrated ability to conduct oneself in a manner bestowing tact and diplomacy within a political environment.
- Ability to work outside normal business hours, as required (may require some evening meetings to report to Council and/or public meetings).

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Monday January 13, 2019**.

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.