



## **Job Posting**

The City of Quinte West invites applications for the following position:

### **Manager of Legislative Services/City Clerk** **Legislative Services Department**

The City of Quinte West is a vibrant rural/urban community with over 43,000 people located in Eastern Ontario. Set in a picturesque natural setting, Quinte West is known for being home to Canadian Forces Base Trenton and is now home to the newly built Trent Port Marina located at the mouth of the Trent Severn Waterway.

#### **Purpose & Scope:**

This position is a member of the Quinte West Management Team responsible for implementing approved policies, plans and programs as well as ensuring business objectives are met. Leading a talented team of staff, this position guides and inspires a dedicated workforce in their efficient delivery of these municipal services and helps shape a workplace culture founded on trust and transparency.

The Manager of Legislative Services/City Clerk will manage the development of corporate and departmental policies and objectives. The position will carry out the statutory and legislated duties of City Clerk. The position will manage the licencing, records management functions as well as cemeteries and accessibility requirements of the City. Sensitive and confidential information shall be treated with due regard in the best interests of the Municipality and its personnel.

#### **Education & Experience:**

The successful candidate must have a four (4) year Degree in Public Administration, Political Science, Business Administration, or a related field, or approved equivalent combination of education and experience.

The incumbent must be eligible for membership in the Association of Municipal Clerks, Treasurers of Ontario (AMCTO). As well as, have demonstrated experience in local government administration including Council/Board secretariat/procedural experience, elections experience, and supervisory experience. An understanding of pertinent Provincial Statutes and Regulations, parliamentary procedures as well as the ability to work with all levels of government and business is a must for this position.

A minimum of five (5) years of related progressive experience, preferably in a municipal environment is required for this position. The ideal candidate will have management experience in municipal or broader public, private or voluntary sector environments. Strong communication skills (both written and verbal) and public presentation skills are essential to the role. Furthermore, the incumbent will have a highly developed sense of professionalism, tact and diplomacy as well as a demonstrated respect for confidential and sensitive issues.

**Remuneration:** 2022 Non Union Salary Grid Band 11 \$109,172.93 - \$118,666.00 per annum

**How to Apply:**

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on July 31, 2022**. They may also visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca) for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.