



City of Oshawa, located just a short 30-minute drive from Toronto, is a progressive city of 172,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to fiscal restraint.

Job Title: Regular Full-Time Legislative Officer

Posting Number: 004196

Department: Office of the Chief Administrative Officer

Branch: Legislative Services

Location: City Hall **Eligible for Hybrid Work:** Yes

Posting Start Date: 2023/03/20

Posting End Date: 2023/03/31 by 4:30pm

Employment Group: Exempt

Salary Grade: O- \$91,805- \$108,005 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Director, Legislative Services/City Clerk, collaborates with and provides support to the Director, Legislative Services/City Clerk and the Legislative Services Management Team including managing special projects and initiatives, coordinating the legislative requirements related to Council and Council processes ensuring compliance with the Municipal Act and various other legislation. Prepares and manages sensitive and highly confidential matters including but not limited to employment, labour relations, legal matters, etc.

Responsibilities:

- Coordinates Council and Committee legislative requirements ensuring compliance with the Municipal Act, the Municipal Freedom of Information Protection of Privacy Act, the Municipal Elections Act, and various other legislation
- Composes and manages City's By-laws ensuring the most frequently used by-laws are included on the City's webpage, ensuring consolidated versions accurately reflect the original By-law and all amending By-laws
- Composes reports, by-laws, presentations, policies and procedures associated with assigned research projects and initiatives
- Researches, compiles, implements and maintains various Municipal policies and procedures, performing reviews of policies to identify improvements and/or redundancies
- Manages special projects and initiatives, including research of legislation, regulations, provincial policy and municipal best practices
- Prepares, manages and monitors branch budget
- Performs a primary role in the Municipal Emergency Operations Centre and Municipal Elections, By-Elections and Recounts

Requirements:

- A four (4) year University degree in Administrative Law, Political Science, or Public Administration or related discipline (4 years) plus a minimum of five years of progressively responsible and diversified experience, preferably in a Municipal Clerk's Office or Legal Office; or an equivalent combination of relevant education and experience
- Experience in preparing municipal by-laws, budget preparation and monitoring, policy development, working with legislation, policies and procedures that impact municipal government operations such as the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, The Municipal Elections Act, The Wildlife Damage Compensation Program, etc
- Completion of Municipal Administration Program (MAP) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) preferred
- Experience interpreting and working within Provincial legislation (Municipal Freedom of Information and Protection of Privacy Act; Municipal Act, Municipal Elections Act, The Wildlife Damage Compensation Program, etc.) that impact municipal government
- Excellent project management and problem solving skills
- Proven ability to conduct research; strong interpersonal and analytical skills with the ability to establish and maintain good working relationships and personal qualities of maturity, tact, and discretion with a willing and cooperative attitude
- A high level of computer proficiency in Word, Excel, Power Point, Project Management Software, Adobe Acrobat, PeopleSoft Financials and HR, and having an excellent comprehension of the use of computers and standard software is essential

- Effective communication skills, interpersonal and relationship building skills and political acumen, to communicate tactfully and effectively with the public, Mayor and Council, persons from all levels of government, and senior management, particularly on sensitive and confidential issues
- Demonstrated strong administrative and organizational skills with the ability to work independently, use tact and discretion in sensitive matters and prioritize work and cope with multiple assignments with tight deadlines in a fast paced environment

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please apply online at: <https://oshawa.jobs.net/en-CA/search>

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.