

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Town Clerk **Corporate Services Department** (Full-time position, 35 hours per week)

The Corporate Services Department has a full-time opportunity available for the position of Town Clerk. This position is responsible for legislative services to Council and its committees, Licensing and By-law Enforcement, Vital Statistics, Records Management and Freedom of Information (FOI) program and the municipal election.

Job Duties:

- Responsible for strategic leadership and on-going service modernization of all Division activities; Developing and overseeing budgets for the Clerk's Division to facilitate divisional priorities; Identifying, establishing and implementing best practices related to Division activities with a focus on continuous improvement, efficiencies and cost effectiveness.
- Ensuring compliance with legislation related to the Clerk's and By-law Enforcement and Licensing functions and providing policy and program development, implementation, and evaluation expertise for the Division
- Researching and preparing reports and by-laws to Council or committees of Council making recommendations regarding policy initiatives related to the Division.
- Responsible for the execution of various statutory responsibilities in accordance with the Municipal Act and any other Act including attendance at Council meetings and maintaining records of Council and official documents of the Corporation.
- Conducting municipal elections every four years in accordance with the Municipal Elections Act.
- Other duties as assigned.

Qualifications:

- University degree in Public Administration - government, political science or law.

- Minimum five (5) years of government experience at a management level, including the administration of Clerk's and By-law Enforcement functions.
- Thorough knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy of Act, Municipal Elections Act, Accessibility of Ontarians with Disabilities Act, Planning Act and other legislation affecting municipalities.
- Demonstrated knowledge of council policy and procedures as it relates to council administration and conduct.
- Certified Municipal Officer (CMO) designation from the Association of Municipal Managers, Clerks and Treasurers of Ontario is considered an asset.
- Completion of AMCTO educational programs (Parliamentary Meeting Protocol Course, Municipal Administration program, etc.) is considered an asset.
- Strong computer skills including use of Microsoft Office programs (Word, Excel, Outlook and SharePoint) and related information systems.
- Excellent interpersonal, financial, managerial, project/time management, organizational, analytical, research, communication, presentation, problem-solving, report-writing and supervisory skills.
- Leadership and human relations skills in order to direct, develop, motivate, and support staff in developing and achieving goals and objectives and to be able to participate as an effective team member within the Corporate Services Department and with the management team.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record and Judicial Matters Check, in accordance with the duties of this position.

Salary Range: \$127,089.14 to \$148,679.08, Band 10 on the Town's 2023 Salary Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Alexander, Co-ordinator, Human Resources, no later than 4 p.m. on **Tuesday, October 24, 2023**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville,

you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.