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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Deputy Town Clerk

**Employment Type:** Permanent, Full Time

**Location:** Aurora, Ontario

**Salary Range:** 101,885.01 to 127,356.10

**Closing Deadline:** March 21, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Responsibilities

Reporting to the Town Clerk, the Deputy Town Clerk is responsible for executing statutory responsibilities as prescribed under legislation and ensuring efficient, accessible, and transparent transaction of Town business, legislative compliance, and access to local government. As an innovation champion, you will assist with strategies, policies and objectives that will ensure the legislative services programs align closely with community needs. Under the direction of the Town Clerk, you will lead and coordinate direction to staff in preparation and implementation of business plans, major policies and service level standards related to the Legislative Services division. You will oversee the Council/Committee services, municipal elections services, accountability officer services and compliance and any customer services associated with the statutory duties of the Town Clerk. In the absence of the Town Clerk, the Deputy Town Clerk will also manage the records management and privacy-related services.

#### Qualifications

To be considered for this position, the successful candidate will be politically savvy and experienced in administration. A post-secondary degree in Public Administration, Municipal Administration, Political Science, Business Administration, or a related discipline combined with progressive experience in a management role in municipal government including Council Secretariat functions, municipal elections, records management, or an equivalent combination of education and experience is required. Additionally, full membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is required. You will possess thorough knowledge of municipal and applicable provincial legislation. Advanced public relations skills to resolve public inquiries and ability to deal effectively and tactfully with all levels of staff and government, elected officials, locals boards and commissions, community groups, and the general public. You will have excellent administrative, report-writing, communication, analytical, problem-solving, organizational, time management and supervisory skills. A thorough knowledge of the eSCRIBE agenda management system is considered an asset.

You will have the ability to work scheduled and unscheduled overtime as required and ability to attend evening meetings. In addition, you are required to have a valid class "G" driver's license in good standing with access to a reliable vehicle to use on corporate business as required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to

recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.