



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

DEPUTY CITY CLERK

This is a role that requires the ability to establish and maintain effective working relationships with elected officials, colleagues across the organization, and the public. The successful candidate will possess a thorough understanding of the statutory requirements and administrative functions of a municipal government, be able to utilize tact and diplomacy, perform a wide range of tasks under tight deadlines, and undertake the statutory duties of the City Clerk in her absence. Responsibilities will also include executing the role of Deputy Chief Election Officer for Local Government Elections and attending Council meetings in the absence of the City Clerk.

Within the organizational structure of the Office of the City Clerk, the Deputy City Clerk is primarily responsible for ensuring the proper preparation and distribution of agenda and minutes, activities related to the proper functioning of Council Meetings, Public Hearings, Standing and Advisory committees, the writing of reports to Council, and the supervision/coordination of the work undertaken by subordinates. Areas of responsibilities also include oversight of the Records Management Program and ensuring compliance with the Freedom of Information and Protection of Privacy Act.

The incumbent must possess superior oral and written communication skills, and have thorough knowledge of relevant legislation including the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act*, Records Management, and Council functions (i.e., Council Procedure Bylaws and Robert's Rules of Order) and a thorough understanding of City Clerk's functions. Candidates will confidently demonstrate strong technical, administrative and supervisory skills, as well as to work to completing deadlines. Attendance at evening and/or other meetings will be required outside of regular working hours.

The City of Delta provides a competitive salary of \$130,304 - \$155,389 (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants should apply online at www.delta.ca/employment to competition number **24-120 EX** by **May 3, 2024**.

The City of Delta's Covid-19 Vaccination policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our community, and our Communicable Disease Plan and related protocols remain in place.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.