



## **CITY OF THOROLD City Clerk**

### **Working for City of Thorold**

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

### **Position Summary**

Reporting to the Chief Administrative Officer and part of the Senior Management Team, the City Clerk is responsible for the management of the Clerk's Department and carrying out the statutory duties of the Clerk as defined in the Municipal Act, 2001 and numerous other Acts of Provincial Legislation.

The City Clerk acts as the Returning Officer for Municipal Election, MFIPPA Coordinator, Issuer of Marriage Licenses, Vital Statistics Division Registrar, Lottery Licensing Officer, Clerk of Drainage Tribunal, Commissioner of Oaths and is an authorized signing officer for the Corporation.

The City Clerk will be strategic while providing guidance, support and legislative advice to the CAO and Senior Management Team, act as parliamentarian to Thorold City Council and coordinate the secretariat functions for all Council meetings.

### **The City of Thorold invites you to submit your resume if you possess:**

- University degree in Municipal Administration, Public Administration, Business Administration or a related field
- Minimum of five 5 years' experience at a senior level in a Clerk's Department, preferably as a City Clerk
- Experience running a Municipal election is an asset
- AMCT or CMO Designation is preferred
- Thorough understanding of municipal services, administrative environment and municipal relationships with other levels of government

- Ability to interpret municipal policies and procedures and provincial legislation
- Excellent interpersonal, project/time management, analytical, communication, presentation, problem-solving, leadership and supervisory skills
- Excellent written communication, minute-taking, and report writing skills
- Excellent customer service delivery both internal and external
- Ability to think and act strategically in a political and corporate service environment.
- Computer Skills in a Microsoft environment

### **ADDITIONAL INFORMATION**

Responsible for the administration and compliance with the following legislation by acting as corporate content expert by possessing the working knowledge of legislation, including but not limited to:

- Occupational Health and Safety Act
- Municipal Act, 2001
- Municipal Elections Act
- Vital Statistics Act
- Municipal Freedom of Information and Protection of Privacy Act
- Lottery Licensing
- Commissioner for Taking Affidavits Act
- Accessibility for Ontarians with Disabilities Act
- Municipal By-laws, agreements and policies
- Drainage Act and Drainage Tribunal
- Planning Act
- Local Improvements Act

The salary range for this position is **\$123,471.00 - \$144,010.00**, is a 35 hour per week work schedule, includes a comprehensive pension and benefits package as well as a hybrid work policy. A job description is available on the City website at [www.thorold.ca](http://www.thorold.ca) .

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department at [hr@thorold.ca](mailto:hr@thorold.ca) no later than **Sunday June 16, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

*In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform staff of the nature of any accommodation(s) that you may require.*

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.