



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Vacancy:** Regular Full-Time Supervisor, Legislation & Accessibility Services    **Posting Number:** 005411

**Department:** Office of the C.A.O.    **Branch:** Legislative Services

**Location:** City Hall

**Posting Start Date:** 2025/06/17    **Posting End Date:** 2025/07/04 by 4:30p.m.

**Employment Group:** Exempt    **Salary Grade:** P-\$107,588 - \$126,575 per annum    **Standard Weekly Hours of Work:** 36.25    **Shift Work Required:** No

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### Job Description

Reporting to the Manager, Legislative Services/Deputy City Clerk, this role manages special projects, ensures compliance with legislation including the Municipal Act and Accessibility for Ontarians with Disabilities Act, and oversees the City's Accessibility portfolio.

### Responsibilities:

- Compose reports, by-laws, presentations, policies and procedures associated with branch projects and initiatives
- Support the Legislative Services Management Team by managing special projects, sensitive matters (e.g., legal, HR), and contributing to strategic planning and implementation
- Manage and oversee the City's Accessibility Program, including supervision of the Accessibility Advisor, ensuring compliance with legislation and providing policy recommendations
- Support and coordinate the Oshawa Accessibility Advisory Committee by providing research, guidance, and administrative oversight

- Prepare and manage the Legislative Services Branch budget, monitor expenditures, and handle financial processes including invoices, requisitions, and Purchasing Card reconciliation
- Conduct legislative research, benchmark policies, and support accountability functions (Integrity Commissioner, Ombudsman, etc.).
- Manage branch employee attendance, including sick days, lieu time, and vacation time off, and provide monthly reports to the Legislative Services Management Team
- Manage the City's Wildlife Compensation Program, including delegated authority on behalf of the City Clerk to submit claims
- Receive, process, and track Construction Act lien claims, coordinating with internal and external stakeholders to ensure timely resolution
- Participate in Municipal Elections and related processes such as by-elections and recounts
- Act as part of the City's Emergency Operations team, attending training and supporting emergency response when required
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage, and Trust
- Perform other duties as assigned

### **Requirements:**

- Knowledge and skills normally associated with completion of a four (4) year University degree in Administrative Law, Political Science, or Public Administration or related discipline, plus a minimum of five (5) years relevant progressive experience, preferably in a Municipal Clerk's Office or Legal Office
- Completion of Municipal Administration Program (MAP) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is preferred
- Minimum three (3) years of experience coaching and supervising, providing advice on accessibility matters, composing by-laws within a municipal environment, and preparing and managing budgets, preferably in a municipal setting
- Experience overseeing municipal accessibility plans, developing policies and procedures, and working with legislation affecting municipal operations, including the Municipal Act, MFIPPA, Municipal Elections Act, and Wildlife Damage Compensation Program.
- Extensive knowledge and sensitivity to the barriers faced by people with various disabilities and the aging population
- High level of proficiency in computer applications (i.e., Microsoft Office Suite—including Excel, Outlook, Word, and PowerPoint), Project Management software, Adobe Acrobat, and PeopleSoft Financials and HR
- Strong project management, analytical, research, organizational, and problem-solving skills; able to manage multiple priorities in a fast-paced environment
- Excellent written and verbal communication skills with political acumen, and the ability to handle sensitive and confidential issues effectively

- Strong interpersonal skills, maturity, tact, discretion, and a cooperative, professional attitude with the ability to build and maintain effective team relationships

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

Apply online: <https://oshawa.jobs.net/jobs>

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.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*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 Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*