



*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: Temporary Full-Time Administrator – Councillors' Office and Legislative Services - Up to Two (2) Years **Posting Number:** V-181-25

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

Location: City Hall, Oshawa, ON.

Posting Start Date: 2025/08/14 **Posting End Date:** 2025/08/29 by 4:30p.m.

Employment Group: Exempt **Salary Grade:** L-\$80,824 - \$95,085 per annum

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Job Description

Reporting to the Director, Legislative Services/City Clerk, the Administrator – Councillors' Office and Legislative Services oversees the daily operations of the Councillors' Office by performing a wide range of confidential and complex duties to assist members of Council in fulfilling their responsibilities. In addition, this role provides administrative support to the Director, Legislative Services/City Clerk.

Responsibilities:

- Provide reception support to the Mayor and Council
- Provide administrative support, including calendar management, meeting coordination, and correspondence handling to Councillors
- Manage all constituent complaints and service requests on behalf of Councillors, including creating service requests in Customer Service Tracking Software, following up with branches, and providing updates on the status of requests
- Provide support to Councillors related to Council and Committee meetings

- Prepare, finalize, and coordinate official correspondence and communications on behalf of Councilors
- Provide support to the Director, Legislative Services/City Clerk, including handling of sensitive and highly confidential matters
- Manage Councilors' remuneration and coordinate arrangements for new Council orientation and training
- Manage and monitor the Legislative Services budget, including processing payments, reconciling purchases, and ensuring accurate financial documentation and allocations
- Provide back up to the Executive Administrative Assistant to the Mayor
- Perform other duties as assigned
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage, and Trust

Requirements:

- Knowledge and skills normally associated with completion of a three (3) year post-secondary diploma/degree in Executive Office Administration or Legal Office Administration plus five (5) years of relevant administrative experience preferably in a Municipal Clerk's or Council's office, or an equivalent combination of education and experience
- Completion of Municipal Administration Program (MAP) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is considered an asset
- Experience working with legislation, policies and procedures that impact municipal government operations such as the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Municipal Elections Act, etc. considered an asset
- Experience working with Members of Council and extensive experience dealing with confidential and sensitive political matters
- High level of proficiency in computer applications (i.e., Microsoft Office Suite—including Excel, Outlook, Word, and PowerPoint), SharePoint, Adobe Acrobat, PeopleSoft Financials and HR, Versatile, and Verint
- Demonstrated ability to manage budgets with minimal supervision
- Demonstrated analytical and research skills
- Excellent customer service and highly developed communication skills, both oral and written, to communicate tactfully and effectively with Members of Council, members of the public, senior management and staff
- Strong interpersonal skills, maturity, tact, discretion, and a cooperative, professional attitude with the ability to build and maintain effective team relationships
- Excellent administrative and organizational skills with attention to detail. Must be flexible and able to multitask and work under pressure to meet deadlines

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

To be considered for this position, please email your application (cover letter and resume) to Posting181@oshawa.ca, clearly stating the position title in the subject line.

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.

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. 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.