

Administrative Coordinator

The City is seeking a highly organized and professional individual to provide executive administrative support to the Office of the City Clerk in a temporary capacity for a period of up to 12 months.

Job Status: Full -time Temporary

Division: City Administration

Department: City Clerk

Union: Non-Union

Salary: \$71,398.60 - \$90,381.20

Closing Date: November 13, 2025

About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the community boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked one of the most affordable medium-sized cities in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County.

The Role

The Administrative Coordinator plays a critical role in ensuring the smooth operation of the City Clerk's office, supporting governance processes, and contributing to effective municipal administration.

As part of the role, you will provide comprehensive administrative and clerical support to the City Clerk, ensuring all tasks are handled with professionalism and discretion. Responsibilities include preparing and distributing accurate and timely Council meeting agendas and minutes and assisting with meeting preparation and logistical arrangements. You will draft and manage correspondence and follow-up on activities resulting from Council meetings, as well as process and issue decisions related to access to information requests under the *Municipal Freedom of Information and Protection of Privacy Act*. Additionally, you will assist with the execution of the 2026 municipal election,

ensuring full compliance with regulations and procedures. The role also involves responding to inquiries via telephone, email, and in person with professionalism and efficiency. Furthermore, you will prepare reports for Council, issue public notices, and provide administrative support to advisory committees, including attending their meetings when necessary.

Qualifications

- 2 (two) year diploma in Office Administration
- A minimum of 1 (one) year related experience, providing administrative support at an executive level

The Candidate

The ideal candidate will have strong organizational, time-management, analytical and problem-solving skills, along with exceptional written and verbal communication abilities. Experience in meeting preparation and minute-taking is highly valued, as is the ability to handle sensitive information with confidentiality and discretion. Proficiency in office software, including word processing, spreadsheets, and email applications, is a must. Experience in a municipal or public administration setting, combined with a strong understanding of municipal governance and relevant legislation, would be highly regarded.

This role requires occasional attendance at evening meetings and flexibility to meet deadlines. The successful candidate will demonstrate the ability to work effectively in a fast-paced environment with competing priorities.

Why Work With Us

It's an opportunity to work in a dynamic and collaborative environment where your organizational skills, attention to detail, and professionalism will be highly valued.

This is your opportunity to play a vital part in municipal governance and public service. If you are someone who enjoys a dynamic and collaborative environment, thrives on organization, and takes pride in maintaining high standards of professionalism and confidentiality, then this role may be for you. It's a chance to work closely with elected officials and community stakeholders, enhancing your understanding of public administration.

For temporary employees, the City offers competitive salaries, access to our Employee & Family Assistance Plan (EFAP), and the option to enrol in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

We are an organization focused on the health and well-being of our employees, including a priority on work-life balance delivered through a unique earned-day-off package in addition to vacation time offerings.

We are an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the Municipal Act and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366

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