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Aurora, Ontario
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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Town Clerk

Employment Type: Permanent Full-Time

Location: Aurora, Ontario

Salary Range: \$134,144.02 - \$167,680.03

Vacancy Reason: Permanent Replacement

Closing Deadline: TBC

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Director, Corporate Services/Town Solicitor, the Town Clerk is responsible for overseeing the operation and functions of the Legislative Services division, including: overseeing the operations of the Council/Committee Secretariat function and records management, Returning Officer for the municipal election and acting as the delegated lead for decisions regarding Freedom of Information requests under the *Municipal Freedom of Information and Protection of Privacy Act*. The Town Clerk is responsible for fulfilling the statutory duties of a Clerk as prescribed in the *Municipal Act, 2001* and other provincial legislation, including interpretation and administration of legislative requirements as well as providing input on procedural issues. The Clerk is also responsible for the daily administration of the Legislative Services division including the coordination of the Council secretariat functions, by-law preparation and report writing, and corporate record keeping.

Responsibilities

- Execute the statutory responsibilities of a municipal Clerk in accordance with the provisions of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act, 1996* and other relevant statutes.
- Oversee the provision of Council secretariat function and attend Council, Committee, public hearings, public and/or other meetings and prepare reports and make recommendations to Council on division-related matters.
- Provide advice and/or guidance on procedural matters, legislative requirements, as requested.
- Act as the Returning Officer for municipal elections, including: establishing polling stations, recruiting and training, authorization of required forms and supplies, conducting candidate nominations and registration processes, ensuring the security and integrity of the voting procedure, reviewing compliance with financial and procedural reporting requirements, ensuring maintenance and posting of voters lists, and co-ordinating and supervising recounts as required.
- Respond to enquiries from and liaises with the general public, other levels of government, local boards/commissions, community groups/agencies, staff, developers and elected officials,
- Leads, supervises and manages Legislative Services division staff.

Qualifications

- Completion of a University degree in Public Administration or related discipline, required.
- Thorough working knowledge of the statutory duties of a municipal clerk; municipal functions and responsibilities; Council secretariat functions; Council and Committee procedure; corporate records and information management; and election requirements and processes.
- Thorough working knowledge of the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act, 1996* and other applicable provincial legislation and regulations.
- Excellent conceptual, analytical, problem-solving, negotiation, organization, communication, presentation, leadership and supervisory skills.
- Availability to attend evening and/or weekend meetings.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.