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Town of Aurora
Employment Opportunity
Corporate Services

Division of Human Resources

Deputy Town Clerk

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$107,042.95 - \$133,803.51

Vacancy Reason: Permanent Replacement

Closing Deadline: February 24, 2026

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 Town Clerk, the Deputy Town Clerk is responsible for executing statutory responsibilities as prescribed under legislation and ensuring efficient, accessible, and transparent transaction of Town business, legislative compliance, and access to local government. As an innovation champion, you will assist with strategies, policies and objectives that will ensure the legislative services programs align closely with community needs. Under the direction of the Town Clerk, you will lead and coordinate direction to staff in preparation and implementation of business plans, major policies and service level standards related to the Legislative Services division. You will oversee the Council/Committee services, municipal elections services, accountability officer services and compliance and any customer services associated with the statutory duties of the Town Clerk. In the absence of the Town Clerk, the Deputy Town Clerk will also manage the records management and privacy-related services.

Responsibilities

- Supervise the production and records of Council, Committee, Public Planning and all other committee documentation.
- Attend public meetings and provides procedural, legislative process and statutory compliance advice.
- Prepare reports and make recommendations to Council on division-related matters.
- Lead the innovation of policy and technology enhancements to improve public engagement and access to municipal government.
- In collaboration with the Returning Officer, acts as the Assistant Returning Officer assisting with the administration of municipal elections and all electoral matters pursuant to the *Municipal Elections Act*.
- Lead recommendations related to new voting methods, voter and candidate engagement and manage procedures and logistics associated with the voting process.
- Manage contracts with Integrity Commissioner, Ombudsman and Closed Meeting Investigator, as required.
- Lead the development of policies and practices related to accountability and transparency including, implementation of accountability officer recommendations and best practices in municipal ethics.
- Prepare and recommend operating and capital budgets and forecasts, potential revenue sources in addition to monitoring and administering approved budgets and reports for team.

- Performs the statutory duties of Clerk as required under the *Municipal Act, Planning Act, Ontario Heritage Act*, and any other provincial legislation and municipal by-laws as assigned.
- Acts as Town Clerk, managing Legislative Services in absence of same or as required, performing statutory duties including the Town's corporate records management program, compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and the insurance claims program.

Qualifications

- Post-secondary degree in Public Administration, Municipal Administration, Political Science, Business Administration or a related discipline combined with progressive experience in a managing role in municipal government including Council Secretariat functions, municipal elections, records management, or an equivalent combination of education and experience.
- Thorough working knowledge of the statutory duties of a municipal deputy clerk; municipal functions and responsibilities; Council secretariat functions; Council and Committee procedure; corporate records and information management; and election requirements and processes.
- Thorough knowledge of municipal and applicable provincial legislation and regulations such as the *Municipal Act, Municipal Elections Act, Vital Statistics Act, Marriage Act, MFIPPA*, and prescribed forms and case law.
- Advanced public relations skills to resolve public inquiries and ability to deal effectively and tactfully with all levels of staff and government, elected officials, locals boards and commissions, community groups, ratepayer associations, the general public and the development community.
- Excellent administrative, report-writing, communication, analytical, problem-solving, organizational, time management and supervisory skills.
- Proficiency in word processing applications including Word, Excel, PowerPoint and Microsoft Office. Experience with eSCRIBE is preferred.
- Ability to work scheduled and unscheduled overtime as required and ability to attend evening meetings.
- Class "G" Driver's License in good standing and a reliable vehicle to use on the corporate business.

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.