



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 1595-001

CALL NO. 26-4625

<b>Job Designation:</b>	Supervisor, Council and Committee Services
<b>Department:</b>	Clerk's Department
<b>Job Details:</b>	Permanent, Full Time (Non-Union)
<b>Salary Range:</b>	\$105,893 – \$127,123
<b>Pay Grade:</b>	206
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59p.m. on <b>May 24, 2026</b> .

This job posting is for an existing vacancy and therefore will be filled accordingly.

### **We offer:**

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting directly to the Deputy Clerk, this position leads and oversees the legislative, procedural, and administrative requirements associated with all Council and Committee meetings, as well as numerous advisory and legislative committees as established by Council.

This position works closely with the Clerk to support Council and uphold the integrity of the legislative process. It ensures all processes are delivered in accordance with the *Municipal Act, 2001*, the Town's Procedure By-law, and applicable policies, supporting transparent, compliant, and effective municipal governance.

### **What can I expect to do in this role?**

- Oversee and co-ordinate the work, schedules, and performance of three (3) Committee Coordinators to ensure consistent, high-quality administrative support to Council and Committee bodies.
- Ensure compliance with the *Municipal Act, 2001*, Procedure By-law, and all applicable legislation, policies, and procedures.
- Ensure appropriate staffing coverage and timely, accurate preparation and distribution of agendas, minutes, dispositions, and follow-up communications.
- Oversee the compilation of Council agendas; attend meetings to support the Clerk, ensure accurate recording of minutes, and manage confidential and sensitive matters related to Council and departmental/organizational business.
- Provide direction to resolve procedural, administrative, and operational issues arising from Council and Committee processes.
- Lead special projects related to Council and Committee Services and coordinate Council orientation, workshops, and the annual Advisory Committee orientation.
- Ensure all documentation and by-laws are complete and submitted for processing and maintain tracking systems for report management.
- Respond to inquiries from the public, external agencies, and other levels of government.
- Supervise, train, and support staff; manage performance, conduct appraisals, and support professional development and employee engagement.
- Participate in recruitment activities, including interviews and hiring recommendations.
- Approve overtime and vacation schedules and maintain accurate attendance records.
- Deal with matters of confidentiality relating to Council and departmental issues.
- Attend meetings on behalf of the Clerk or designate, as required.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

## How do I qualify?

- Completion of a three-year college diploma or university degree in public administration, political science, legal studies, business administration, or related field.
- Minimum 5 years of progressively responsible municipal experience, including supervisory experience.
- Demonstrated experience supporting Council and Committee meetings, including interpretation and application of legislation, policies, and procedural rules.
- Completion of the AMCTO Certifications and Courses is considered an asset.
- Thorough understanding and experience of working in a Municipal Government setting attending Council and Committee meetings, demonstrating strong knowledge of the *Municipal Act, 2001* and other relevant legislation.
- Proven supervisory, organizational, and time management skills, with the ability to manage competing priorities and meet strict legislative deadlines.
- Demonstrated political acuity, discretion, and professionalism in working with senior staff and elected officials.
- Strong communication and interpersonal skills, with the ability to respond to complex inquiries and provide guidance on procedural matters.
- Proficiency with corporate and meeting management systems and Microsoft Office applications.

## Core Knowledge Required for Success

In addition, your experience demonstrates the following Supervisor leadership competencies:

- Strategic Thinking – innovating through analysis and ideas
- Engagement – mobilizing people, organizations, partners
- Management excellence – delivering results through action management, people management and financial and asset management
- Accountability and Respect – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Supervisor level.

## Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

**DATED:** [May 15, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.