



## Manager of Clerk Services/Deputy Clerk - Job ID #2661

<b>Job Title</b>	Manager of Clerk Services/Deputy Clerk	<b>Status / Job Type</b>	Permanent Full Time
<b>Commission</b>	Corporate Services	<b>Department</b>	Clerks
<b>Union Affiliation</b>	APAE/EXEMPT	<b>Number of Openings</b>	1
<b>Rate of Pay</b>	\$64.42 to \$80.52	<b>Benefits Entitlement</b>	Yes
<b>Hours of Work</b>	35 Hours Per Week	<b>Posting Date (4:30 pm)</b>	Jul 2, 2026
<b>Existing Vacancy</b>	Replacement	<b>Closing Date (4:30 pm)</b>	Jul 23, 2026

### Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the City Clerk/Director of Clerk Services, the Manager of Clerk Services/Deputy Clerk is responsible for the management, overall organization and general operation of the Legislative Services and Records, Print & FOI Services component within the City Clerk's Department. Managing the two divisions includes preparing work plans, setting priorities, developing goals, managing budgets and the overall supervision, monitoring and performance management and evaluation of staff.

As Manager of Clerk Services/Deputy Clerk, the position will have all of the powers and duties of the Clerk under the Municipal Act, 2001, as amended and any other Act and shall act as a signing officer of the Corporation during the absence or inability of the Clerk. The position carries out a broad range of legislated and other responsibilities including, but not limited to, the co-ordination and oversight of the Council and Committee meeting process; the preparation of agendas, attendance at various Committee, Board, Advisory Committee, Task Force and Council (when required) meetings to record all resolutions, decisions and other proceedings and to provide advice on procedure; ensuring the municipality's compliance with the Municipal Freedom of Information and Protection of Privacy Act; the development of various Corporate policies, procedures, reports, by-laws and resolutions. The Manager of Clerk Services/Deputy Clerk plays a large role in the preparation, implementation and execution of the Municipal Elections. The position also plays an integral role in preparing and assisting managing the Clerk's annual departmental budget. Additionally a commitment

and understanding of continuous improvement tools is considered an asset as well as strong project management skills.

## Qualifications

- Must be able to demonstrate a level of expertise related to the duties described herein, acquired through successful completion of at least a three (3) year post secondary education related to public administration, political science, business administration or a closely related field
- At least five (5) years' of municipal or relevant experience, and at least three years in a supervisory capacity
- AMCTO or CMO designation through the Association of Municipal Manager, Clerks and Treasurers of Ontario is preferred
- Must have a sound working knowledge of parliamentary procedures and effective meeting procedures
- Must demonstrate a thorough knowledge and understanding of general statutes governing meetings of Municipal Councils, local boards, committees, etc., including but not limited to open and closed meeting requirements, voting and codes of conduct under the Municipal Act, 2001, as amended, and requirements under the Municipal Conflict of Interest Act.
- Must have a sound working knowledge of the Municipal Freedom of Information and Protection of Privacy Act as it relates to both access to information and the protection of personal privacy
- Applicant must have superior oral and written communication skills, organizational skills and research ability
- Applicant must possess effective time management skills with the ability to work in a fast paced, deadline driven enrolment with a focus on customer service
- The ability to interpret municipal by-laws, policies and procedures and to provide advice on same is required
- Applicants must possess an acute sense of confidentiality and judgment and excellent interpersonal skills with the ability to deal diplomatically with all levels of management, staff, elected officials and the public
- A high level of attention to detail is required in the preparation of municipal by-laws, updates to the City of Brantford Municipal Code, minutes, agendas, corporate policies and other documents
- Knowledge of the municipal government structure, municipal departments and their functions and agenda management software (eScribe) is an asset
- Experience in a computerized environment with a high level of proficiency in the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat Professional is required
- Experience in Municipal Elections is considered an asset
- Continuous Improvement experience is considered an asset
- Experience in managing budgets is considered an asset
- A valid Ontario Class "G" driver's license is required
- Applicants may be required to undergo skills assessment testing
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.