



Job Posting 23-22

Deputy Clerk / Manager, Legislative Services

The Town of Cobourg is seeking a full time **Deputy Clerk / Manager, Legislative Services**. This position is responsible for providing leadership and coordination of divisional programs of the Clerk's office.

The Deputy Clerk / Manager of Legislative Services will be responsible for fulfilling the statutory duties of the Municipal Clerk in the absence of the Municipal Clerk as identified in the *Municipal Act, 2001*, and other related legislation.

The primary duties of this position include:

- Manage the Town's Records Management program, a corporate-wide electronic document and records management system governing the creation storage and retention of records, ensuring the protection of privacy and confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Develop, recommend, and implement policies, procedures and guidelines for corporate-wide record/information management, electronic document management, archives, imaging and other related services.
- Oversee the daily activities of the Legislative Services Office and assist in performing the statutory duties of the Municipal Clerk (Registrar, Official Signatory, Elections Officer, Municipal Freedom of Information (FOI) Requests, etc.) as required by the Municipal Act, the Municipal Elections Act and other related Acts of the Legislature.
- Act as the Deputy Division Registrar, and Commissioner of Oaths and Affidavits.
- Support the Municipal Clerk and assume the statutory role of Municipal Clerk in their absence.
- Attend Council and Committee meetings, provide Council and Committee secretarial support services, including preparation of resolutions, agendas, and minutes and the disposition of all resulting actions of Council as required.
- Facilitate the public process, ensuring fair, open and accountable practices for open and closed session meetings with transparency and professional integrity.
- Assist the Municipal Clerk with the statutory responsibilities for municipal elections in reports and in accordance with the Municipal Elections Act, including the updating and preparation of the Voters List and election materials, the scheduling of voting places, the training and organization of Elections staff and act as Deputy Returning Officer.
- Assist with Council orientation and inauguration meetings.
- Research and perform analysis related to by-laws and legislation and prepare reports as directed by the Municipal Clerk.
- Research projects, tasks, assignments and prepare reports for Council, staff and various boards and Committees.
- Provide guidance, advice, direction and recommendations to staff, members of Council, public and external agencies with respect to records management, by-laws, procedures, policies and legislation.
- With the Director, Legislative Services/Municipal Clerk, identify relative operational priorities and propose detailed, potential solutions.
- Assist with implementing decisions and policies of Council.
- Assist with the preparation and submission of the annual budget for Clerk's Office.
- Perform other duties as assigned.



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The successful candidate will possess post-secondary education in Public Administration, Municipal Administration, Law, Political Science or a related discipline from an accredited University. A minimum of five (5) years' experience in a public sector office environment is required. Preference will be given to those with experience in a municipal clerk's office, as well as knowledge related to records management. Completion of or working towards the completion of AMCTO Municipal Administration Program (MAP) is preferred. Working knowledge of relevant legislation, regulations and statutes including the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, and other applicable statutes and regulations. Sound knowledge of municipal administration, privacy, municipal elections, corporate records/information management, and parliamentary rules.

The Deputy Clerk / Manager, Legislative Services will have demonstrated proficiency with electronic applications for Council agenda management, records management, and elections.

The successful candidate will need excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality at all times is required. The successful candidate will have strong communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation and team building skills. An excellent working knowledge of Microsoft Office, SharePoint, and other software application systems is required.

This position will require you to work after hours occasionally and will be required to attend Municipal Council and Committee meetings. The position will typically work 35 hours per week, 8:30am - 4:30pm, Monday to Friday. Due to the nature of this position, on-call work may be required. The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable criminal background check.

WAGE:

The wage scale for this position is Non-Union Grade 8: \$86,741.20 – \$101,465.00 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca no later than **July 26th at 4:00PM**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.