



CITY CLERK & DEPUTY CITY CLERK

Situated on the shores of Lake Huron at the mouth of the St. Clair River, **THE CORPORATION OF THE CITY OF SARNIA** is noted for its breathtaking sky blue water and beautiful waterfront parks. As a progressive border municipality with a population of 72,000 residents in Lambton County, the City of Sarnia offers a high quality of life for residents with affordable living, excellent schools, state-of-the-art healthcare facilities, a variety of cultural institutions, together with exceptional recreation and leisure services. Sarnia is a vibrant and healthy city, maintaining a unique economic balance of commercial, industrial and agricultural sectors.

Due to the retirement of the current incumbents, the City of Sarnia is current accepting applications for the following positions:

CITY CLERK

Reporting to the City Manager, as a member of the senior management team, this position provides leadership to the Clerks Department, contributing to an accountable, service oriented organization that makes a difference in our community. This position is responsible for the statutory duties of the City Clerk and Municipal Returning Officer as well as Secretariat for City Council. The successful applicant will oversee the operation, activities and performance of the City Clerks Department. The ideal candidate will possess a degree in Public Administration along with eight to ten years of senior municipal experience or an equivalent combination of education, training and experience. The successful candidate must have senior management experience in a unionized environment along with extensive knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act and other related legislation. A proven ability to establish and maintain effective working relationships with elected and appointed officials, members of the public, community groups and other levels of government is essential. This is a permanent, full-time position.

DEPUTY CITY CLERK

Reporting to the City Clerk, this position is responsible for planning, assigning and supervising the administration of the licensing, bylaw, insurance, records management and animal control functions of the Clerks Department. The ideal candidate will possess a degree in Public Administration or related discipline plus a minimum of six years senior municipal experience or an equivalent combination of education, training and experience. The successful applicant must have demonstrated leadership skills in a unionized environment along with excellent verbal and written communication skills appropriate for City Council, citizens and peers. In addition to a thorough knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act and other related legislation, the successful applicant must have demonstrated competence in budget administration. Customer service with all stakeholders is paramount. This is a permanent part-time position, working approximately three days per week.

The City of Sarnia provides a competitive compensation and benefits package. To explore these challenging opportunities further, qualified applicants are invited to submit a confidential résumé by Friday, May 2, 2014 to:

The Corporation of the City of Sarnia,
ATT: Human Resources
255 North Christina Street, P.O. Box 3018, Sarnia, Ontario N7T 7N2
Fax: (519) 332-8951 E-mail: hr@sarnia.ca

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

Appropriate accommodations will be provided upon request throughout the hiring process as required under the City of Sarnia's Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

Personal information is being collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for employment assessment purposes only.