



Manager, Legislative Services/Clerk

With the retirement of the incumbent and a new council in place, we're looking for fresh ideas and innovative approaches to the delivery of our legislative services. With the energy and ability to manage multiple priorities, you will lead and participate in the efficient delivery of council secretariat services, vital statistics, records management, licensing and attend meetings of council. Driven and experienced, you will be challenged to recognize and seize opportunities to simplify, streamline and re-invent policies, processes and procedures, taking full advantage of available technology. You are a flexible team leader, keen to enable and empower your team and peers and participate in the development of strategic and operational initiatives in a spirit of cooperation and collaboration. In addition to your post-secondary education and municipal designation, you have at least four years of experience in a municipal clerk's setting and applied knowledge of information technology, council protocols and contemporary management. With a salary range of \$80,379-96,455, we offer comprehensive, employer-paid benefits and flexible scheduling in a friendly work environment.

Fort Erie...a Town proud of its past, excited about today and building for tomorrow

Submit a detailed resume by **NOON** local time on **WEDNESDAY, JANUARY 28, 2015** to: Competition No. 01-2015, Human Resources, Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON, L2A 2S6 or email: sward@forterie.on.ca (MS Word, OpenOffice or pdf). We will only contact candidates selected for an interview. The evaluation process may include a practical assessment. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.