



## CITY CLERK

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Located on the north shore of Lake Ontario, Oshawa is Durham Region's hub for business, transportation, education and entertainment and the gateway to both the Greater Toronto Area (GTA) and eastern Ontario markets. Oshawa's estimated population for 2015 is 160,051. As the most populated city in Durham Region and one of the fastest growing areas of the Greater Toronto Area (GTA), Oshawa has experienced significant growth year after year and is predicted to reach a population of more than 176,000 by 2025. Oshawa's population is diversifying, welcoming international businesses, newcomers and many foreign students each year. Oshawa continues to set annual records with well-balanced growth and development. Opportunity and innovation are attracting new business to our city.

The City was recently ranked a Top City of the Future and a Smart21 Community, while downtown Oshawa was named a top neighbourhood for investment. Historically known for its automotive manufacturing excellence, today's Oshawa is much more diverse and is proud to be home to three post-secondary institutions. Downtown Oshawa is the entertainment and education district of the Region. It is a vibrant place to work, learn, enjoy art and music, watch sports, meet for drinks and enjoy great food. The City, like many other municipalities, is facing financial challenges over the next several years. These challenges involve effectively managing the City's limited financial resources to respond to the evolving needs of a continually growing and diversifying community while also ensuring an affordable and sustainable tax levy. The City of Oshawa has an annual operating budget of approximately \$151 million and an annual capital budget of approximately \$16 million.

Reporting to the Commissioner of Corporate Services, the City Clerk provides leadership to a group of 30 and manages an operating budget of \$2.4 million. The scope of this broad portfolio includes providing all associated statutory responsibilities; managing legislative and secretariat services to Council and all Council Committees; Service Oshawa; corporate records and archives; planning and conducting all municipal elections, by-elections and associated electoral processes; acting as the Registrar for vital statistics; and responsible for the Freedom of Information and Privacy processes.

A seasoned manager, ideally in legislative processes, you have a solid understanding of rules of order, statutes, standards and by-laws and have experience leading and building high performance teams. You possess the highest level of ethics, values and integrity and you are well known for your creative and collaborative nature and continuous improvement focus. You are politically astute and are comfortable working and collaborating across the organization as well as with Council. You have a history of inspiring others with enthusiasm for results and accountability.

You thrive in a demanding environment and are well known for best practice innovation and delivering quality customer service outcomes. You have solid experience within the municipal or public sectors. Share your experience with a great community.

To explore this exciting and challenging opportunity in confidence, email a detailed resume to Organization Consulting Limited at [OshawaCityClerk@oclsearch.ca](mailto:OshawaCityClerk@oclsearch.ca). Closing date is August 23<sup>rd</sup>.

ORGANIZATION CONSULTING LIMITED