

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Deputy Clerk** **Corporate Services Department** (Full-time position, 35 hours per week)

The Deputy Clerk is responsible for the management of services to Council and Committees and the Town's Records Management Program, while leading policy and by-law reviews and assisting with conducting the municipal elections process. The Deputy Clerk is also responsible for fulfilling the statutory duties of the Town Clerk, in their absence. Duties of the position include:

- Managing operations of the functions of the Division within own service area; Planning, organizing and assigning work to staff within own service areas.
- Overseeing hiring, performance evaluations, discipline and compliance of staff within own service areas; Contributing to the establishment of goals, objectives, financial and human resource requirements and performance indicators related to divisional/corporate direction.
- Developing and implementing policies and procedures for a future-ready records management program for the effective lifecycle management of the Town's records; Updating the records Retention By-law and leading audits to assess corporate compliance.
- Researching, preparing, and implementing a Routine Disclosure Program for the Town; Managing the Town's Freedom of Information (FOI) program in accordance with MFIPPA and approving the annual report to the Information and Privacy Commissioner (IPC); Leading all appeals and mediations associated with FOI and the IPC.
- Providing policy and program development, implementation and evaluation expertise for the division including regular review of current processes for improvements and enhancements.
- Attending Council and Committees as required to provide legislative guidance and preparation of minutes; Performing duties of Secretary Treasurer for the Committee of Adjustment, Commissioner of Oaths, Deputy Registrar and Issuer of Licenses as required.

- Other duties as assigned.

Qualifications:

- A post secondary degree from a recognized university in public administration – government, political science or law or equivalent education and experience.
- Minimum five (5) years of progressive, related and demonstrated experience, including three (3) years' experience at a supervisory level.
- Membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario.
- Previous experience in government administration, legislative services, records information management.
- Knowledge and experience with the Municipal Act, Municipal Freedom of Information and Protection of Privacy of Act, Municipal Elections Act, Accessibility of Ontarians with Disabilities Act, Planning Act, and other legislation.
- Demonstrated knowledge of council policy and procedures.
- Municipal Administration Program, Parliamentary Procedures and Primer on Planning courses are preferred.
- Designation of Certified Municipal Officer (CMO) or Accredited Ontario Municipal Clerk (AOMC) from AMCTO is preferred.
- Ability to work independently to complete tasks, work with high accuracy, and work within time constraints; excellent interpersonal, organizational, public relations, and writing skills; priority setting and record retention skills with the ability to respect confidentiality; ability to prioritize in a multi-tasking environment.
- Computer proficiency in MS Office, SharePoint, and related information systems.

Successful candidates will be required to complete a background check, including but not limited to a Judicial Matters and Criminal Record Check, in accordance with the duties.

**Salary Range:** \$88,785.06 to \$103,865.96, Band 11 on the Town's 2024 pay grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Wednesday, April 3, 2024**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.