

## Deputy City Clerk - Employment Opportunity

The City is seeking a highly organized and detail-oriented Deputy City Clerk to assist in the daily operations of the City Clerk's Office. This position involves a wide range of administrative, clerical, and public-facing duties. The Deputy City Clerk plays a key role in maintaining official municipal records and access requests, assisting with elections, committee administration, and providing executive administrative support to the Office of the City Clerk.

**Job Status:** Full-time, Permanent (35 hours per week)

**Division:** City Administration

**Department:** Clerks

**Union:** Non-Union

**Salary Range:** \$103,266.80 - \$130,712.40

**Closing Date:** June 18, 2025

### About the City of Sarnia

Located at the mouth of the St. Clair River on the shores of Lake Huron, the community of Sarnia is known for its breathtaking waterfront, pristine beaches and beautiful parks system. Situated on the American border, just a short drive from London, Ontario, the community boasts a host of recreational opportunities, state-of-the-art healthcare, a vibrant cultural scene, and excellent education paired with a high standard of living and mild climate.

Ranked one of the most affordable medium-sized cities in Ontario, Sarnia, with its 72,000 residents, is home to over 1,000 acres of parkland and 40 km of trails in addition to 4 golf courses, 16 art galleries, 6 museums, and 3 theatres across the County.

### Roles and Responsibilities

- Supporting the statutory and administrative duties of the City Clerk and assumes responsibility for these duties in the absence of the City Clerk.
- Managing and developing corporate records management program and related policies and procedures.
- Assisting in processing requests and issuing decisions related access to information under the Municipal Freedom of Information and Protection of Privacy Act.
- Performing privacy impact assessments for programs and services on an as-needed basis, and provides advice and recommendations regarding the collection, retention, use and disclosure of personal information.

- Participating in preparation of by-laws, reports, policies, procedures, and statutory notices.
- Acting in the capacity of Assistant Returning Officer and assisting the City Clerk in conducting municipal elections.
- Assisting City Clerk in preparation of budget estimates and monitoring of current budget.
- Attending meetings of City Council, advisory committees, and local boards, as required.
- Administering oaths and takes affidavits, declarations and affirmations in accordance with the Commissioners for Taking Affidavits Act.

## Qualifications

- Must have minimum three (3) post-secondary diploma/degree in Public Administration, Business Administration, Political Science, Law, or Related Field; and;
- Must have a minimum five (5) years related experience;
- AMCTO Professional Accreditation or completion of relevant AMCTO Education Program, preferred;
- Demonstrated working knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Vital Statistics Act, Marriage Act, and other related legislation;
- An acceptable combination of equivalent education and experience will be considered.

## Why Work With Us

It's an opportunity to work in a dynamic and collaborative environment where your organizational skills, attention to detail, and professionalism will be highly valued.

This is your opportunity to play a vital part in municipal governance and public service. If you are someone who enjoys a dynamic and collaborative environment, thrives on organization, and takes pride in maintaining high standards of professionalism and confidentiality, join our team dedicated to making a meaningful impact in municipal governance and public service. It's a chance to work closely with elected officials and community stakeholders, enhancing your understanding of public administration.

We look forward to welcoming you to City Hall!

We are an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of

visible minorities and Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the Municipal Act and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to the City Clerk, 255 Christina St. N., Sarnia, ON N7T 7N2, 519-332-0330 ext. 3366.

**[APPLY HERE](#)**