

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Deputy Clerk

The incumbent manages and supervises the functions of the City Clerk's Division. Responsibilities include but are not limited to coordinating municipal elections; archives and records management; maintenance and security of organizational policy development; corporate printing and mailroom services as well as protection of privacy matters under prevailing legislation.

Successful applicants will possess the following:

- University degree in Public Administration, Political Science or a related discipline.
- Certification in the Municipal Administration Program is an asset.
- Three years' related work experience in a municipal Clerks Office environment including at least one year in a supervisory capacity.
- Extensive working knowledge and understanding of relevant legislation (such as *the Municipal Act, the Municipal Elections Act, the Marriage Act, the Vital Statistics Act; the Commissioners for Taking Affidavits Act; the Municipal Freedom of Information & Protection of Privacy Act & the Personal Information Protection and Electronic Documents Act*), regulations and policies; municipal election procedures; modern office theories, practices, procedures and records management techniques.
- Excellent verbal and written communication skills and the ability to comprehend, interpret, and explain a variety of written material.
- Proven effective interpersonal, organizational, research, presentation and customer service skills.
- Demonstrable ability to take and transcribe minutes, write staff reports and recommendations, draft motions and by-laws.
- Ability to collect, research, analyze and interpret data from a wide variety of sources.
- Ability to establish and maintain effective business relationships with all levels of employees and elected officials.
- Above average proficiency in the use of personal computers and Windows based computer applications, electronic document management systems, and database design and development.
- Availability and flexibility to attend evening meetings and on occasion, meetings away from the worksite.
- Must have a personal vehicle for use on the job and possess a valid Class "G" Ontario Driver's Licence.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range starting at \$99,117.20 (based on a 35 hour work week).

Qualified candidates may submit a detailed resume or online application form by **Friday, December 4, 2020** to:

Recruitment Specialist
Human Resources Division
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

An Equal Opportunity Employer