

The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Town of East Gwillimbury has an exciting opportunity within the Legal and Council Support Services Department. Reporting directly to the Municipal Clerk, the Council/ Committee Coordinator & Information Analyst provides accurate, technical, and timely support in Council and Committee of the Whole Council (CWC) as well as technical assistance with the Town's Livestreaming equipment and virtual meeting platform for all Council, CWC, and Committee meetings. Key duties and responsibilities include preparation, distribution and publication of agendas, reports, by-laws, resolutions, minutes, notices and follow up actions. Provide administrative services at Appeals Committee hearings, including the preparation and distribution of Notice of Hearing, agendas and minutes, and Notice of Decisions. Provide technical and procedural advice to committee members and hearing attendees. Attendance at Council, Committee of the Whole Council meetings, and Appeals Hearings are required.

In addition, this position will provide assistance to the Deputy Clerk with the Town's Enterprise Content Management/Records Management Solution (ECM/RM using Microsoft SharePoint) while ensuring compliance with the Town's Records Retention Schedule. As required, this position will be a key team member of the municipal elections team and assist with the coordination and implementation of all aspects of a Municipal Election.

The preferred candidate will hold a post-secondary degree in Political Science, Public Administration, Public Relations or Business-related discipline in addition to 3 years of relevant experience in a Municipal Clerk's Office. Those with a combination of certificate courses and professional experience may be considered. Completion of the Municipal Administration Program (MAP) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) is preferred. The candidate will have strong administrative experience, minute taking, time management and organizational skills with a keen sense for accuracy and attention to detail. The candidate should have a strong independent work ethic, ability to prioritize workflow and maintain confidentiality. Working knowledge and experience with Microsoft SharePoint's document management and collaboration tool and Microsoft Teams is required. Experience with iCompass' agenda and meeting management software is considered an asset. Working knowledge and experience with privacy legislation, specifically Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is required. Valid Class "G" driver's license in good standing.

Salary Range: \$71,963- \$84,630/ annum (Band 6)

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is March 12, 2021.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.