

*As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier centre 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, social and wellness committees, and access to 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 Corporate Services Department. Reporting directly to the Deputy Clerk/Manager of Legislative Services, the Legislative Coordinator provides accurate, technical, and timely secretariat support in Council meetings, as well as technical assistance with the Town's Livestreaming equipment and virtual meeting platform for Council and Committee meetings.

**Key Duties and Responsibilities:**

- Preparation, distribution and publication of agendas, reports, by-laws, resolutions, minutes, notices and follow up actions.
- Provide technical and procedural advice to staff, committee members and attendees. Coordinate meeting activities including working with internal and external stakeholders to arrange deputations, presentations and other Council or Committee activities. Attendance at Council and Advisory Committee meetings is required.
- Provide assistance and backup with department tasks as required, including office administration, research and drafting reports, processing Freedom of Information requests, officiating Civil Marriage Ceremonies, preparing licences and permits, records management and filing, and training staff on relevant procedures.
- This position will support Clerks special projects as required, and will be a key team member of the municipal elections team, assisting with the coordination and implementation of all aspects of a Municipal Election.

**Qualifications and Requirements:**

- 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.
- Completion of the Municipal Administration Program (MAP) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) preferred.
- Strong administrative experience, minute taking, and organizational skills, with the ability to work with accuracy and attention to detail.
- Strong independent work ethic, with an ability to prioritize multiple deadlines and work under pressure.
- Demonstrated ability to exercise significant discretion and sensitivity when handling confidential/sensitive information and communicating with individuals regarding controversial matters.
- Strong interpersonal skills, with an ability to deal tactfully, courteously, and effectively with Members of Council, staff and members of the public in a professional manner.
- Proven administrative and computer skills using Microsoft Office Suite (i.e. Microsoft Word, Excel, PowerPoint, Outlook), Microsoft Teams, Adobe DC Pro.
- Working knowledge and experience with Microsoft SharePoint's document management and collaboration tool considered an asset.
- Experience with iCompass or other agenda management software considered an asset.
- Working knowledge and experience with privacy legislation, specifically Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), required.
- Availability to work a flexible work week including working evenings as required to attend Council or Committee meetings, in addition to scheduled or unscheduled overtime hours as required. Flexible work arrangements are available, with remote work scheduled around in-person days for meetings and other office requirements.

- Valid Class “G” driver’s license in good standing.

**Salary Range: \$75,457- \$88,779/ 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 June 9, 2023.**

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.