

The Town of East Gwillimbury is 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!

Reporting to the Municipal Clerk/Director of Legislative Services, the Deputy Clerk/Manager of Legislative Services is responsible for the provision of Council/Committee secretariat services, electronic automation of Clerk's-related materials and associated records, legislative review and updates, and for providing assistance and back-up support to the Municipal Clerk. Key duties and responsibilities include: preparation of agendas/by-laws/resolutions and minutes/correspondence; attending Council/Committee meetings; providing technical assistance with the Town's Livestreaming equipment and virtual meeting platform for all Council and Committee meetings; preparation of procedures and templates governing electronic automation of business processes and Corporate materials/records, and making ready for website; monitoring/reviewing and communication of legislation and regulations affecting the municipality; administration of Municipal Freedom of Information and Protection of Privacy Act; assisting with research and policy/procedure preparation; municipal elections coordination; and performing the statutory duties of Municipal Clerk in their absence. Championing the Town's Strategic Plan, Community Vision, and Council goals/decisions; and models the Town's values as a Character Community.

In addition, this position will assist in leading the Town's Enterprise Content Management/Records Management Solution (ECM/RM using Microsoft SharePoint) while ensuring compliance with the Town's Records Retention Schedule.

Preferred candidate will have successful completion of a Post-Secondary Degree in Public Administration, Local Government, Business Administration, or related field. Preferred candidate will have a minimum of three (3) years' experience at a senior level within a municipality. Successful completion of the Municipal Administration Certificate Program of the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO). Professional membership with AMCTO. Ability to think and act strategically and appropriately in a political and community service environment, to foster corporate-thinking and a positive/enthusiastic customer-service attitude/approach among staff, and to engage courteously and effectively with elected officials, the general public/residents, staff, and other departmental/Corporate contacts. Thorough working knowledge of municipal legislation/regulations including the Municipal Act, 2001, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, and related legislation (such as the Planning Act, Development Charges Act, etc.), of contemporary issues facing local government in Ontario and municipal operations/administration in general, rules of procedure for meetings, electoral processes and associated automation options, and contemporary human resources and supervisory practices. Computer literacy utilizing the MS Office Suite (including Word, Outlook, Excel, PowerPoint, Access, Outlook), SharePoint and the Internet; familiarity with electronic elections software and Web publishing products/technology. Availability to accommodate deadlines, meeting/ event attendance and/ or peak period workloads that may extend beyond the normal workday or occur on evenings/weekends, as may be required.

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 November 19, 2021

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine. Staff who have not been vaccinated or do not disclose their vaccination status will be required to attend mandatory education on the benefits of vaccination. The expectation, however, is that all staff will need to conform with the policy unless they have a valid medical or human rights-based exemption.



Deputy Clerk/Manager of Legislative Services Permanent Full-time

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.