



CITY OF THOROLD DEPUTY CLERK

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

Position Summary

Reporting to the City Clerk, the Deputy Clerk is responsible for providing a full range of legislative services for the City of Thorold. Key responsibilities include compiling agendas, recording and preparing minutes, and preparing follow-up correspondence for City Council, Public meetings and the Committee of Adjustment. The Deputy Clerk is responsible for leading the City's customer service program and supervising the customer services and casual staff.

Additionally this position will serve as the Freedom of Information and Privacy Coordinator, responsible for the processing of Freedom of Information requests for the development and implementation of the privacy management program. The Deputy Clerk may be required to fulfill the statutory duties of the City Clerk in their absence.

The City of Thorold invites you to submit your resume if you possess:

- Bachelors degree in Political Science, Public Administration, Business Administration or a related discipline; or combination of education and municipal working experience may be considered.
- Completion of the Municipal Administration Program (MAP) through AMCTO is required, or confirmed Enrollment (completion within 1 year).
- Minimum of two (2) years of experience in a municipal government setting (preferably in a Clerk's Office environment)
- Demonstrated working knowledge of *Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Planning Act*

- Demonstrated leadership skills in relationship building, conflict management, innovation and creativity and critical thinking.
- Advanced skills in Microsoft suite software, FileHold (asset), eScribe Meeting Management;
- Demonstrated superior customer services attitude;
- Demonstrated attention to detail, organizational, time management and decision making skills;
- Demonstrated ability to work independently and collaboratively with multiple departments and stakeholders.
- Superior interpersonal, organizational, communication and customer service skills to represent the department in a courteous manner in dealing with the public and in coordinating customer service responses

What the City can offer you:

The City offers a competitive yearly salary ranging from **\$84,541.00 to \$97,868.00** (35 hours per week). Additionally, the City provides comprehensive benefits including health & dental package, access to an Employee and Family Assistance Program and enrollment in OMERS pension plan. A complete job description is available on the City website at www.thorold.ca .

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources at hr@thorold.ca no later than, **Wednesday March 22, 2023**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.