

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 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, 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 directly to the Chief Administrative Officer, this position will be a key member of the Town of East Gwillimbury's Senior Management Team, providing leadership and executive level support to both the CAO and Council. The position will also be responsible for the strategic leadership and general/financial management of the Legal and Council Support Services portfolio for the Town.

Your portfolio at the Town includes: insurance and risk management, real estate and property; coordination and presentation of business planning and capital/operating budgets and forecasts; departmental organization and management staff including the Clerks and By-laws branch (currently under review), report preparation and attendance at Council/Committee meetings; representative duties related to the portfolio and on behalf of the CAO as required/assigned. Providing relevant advice to departments, CAO and Council on issues and municipal policy. Responds to inquiries from the public, community organizations, other levels of government, Town staff and Members of Council regarding policies and procedures of the Town. Champions the Town's Strategic Priorities, Community Vision, and Council's goals/decisions; and models and champions the Town's values as a Character Community.

This role would suit someone with a progressive leadership style, excellent communication skills, and the proven ability to manage within a municipal team environment. You have previously excelled in a demanding, results-oriented, customer-focused senior management role. With strong problem solving and analytical skills, you have the ability to establish effective relationships with all levels within the Town and external stakeholders. You are recognized for excellent leadership, interpersonal and supervisory skills combined with a demonstrated ability to use sound judgment and exercise political acuity.

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

[ADP Workforce Now - Career Centre](#)

Deadline for applications is March 20, 2022

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) are required to be fully vaccinated with a Health Canada-approved COVID-19 vaccine.

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.