



Manager of Legislative Services/ Town Clerk Town of Niagara-on-the-Lake

Niagara-on-the-Lake is one of Canada's most historic and picturesque towns.

Located at the tip of the Niagara Peninsula and nestled along the shores of Lake Ontario, Niagara-on-the-Lake includes Old Town, Virgil, St. Davids, Queenston and Glendale.

It is often recognised as being one of the loveliest towns in Canada, the only town in Canada that has a Lord Mayor and cementing a place in history as the first capital of Upper Canada.

The population of approximately 17,500 permanent residents, extend a warm welcome to millions of visitors each year. Residents and visitors alike enjoy the town's natural beauty, the many heritage landmarks, the world-famous Shaw Festival Theatre, internationally acclaimed wineries and four-star dining and visitor accommodations.

There's something about this town that makes you want to linger. For generations, locals have called it the "Niagara-on-the-Lake Effect" and although it's hard to describe, you'll feel it when you first set foot onto its historic streets.

The Manager of Legislative Services/Town Clerk, under the direction of the Director of Corporate Services, will primarily be responsible for the planning, supervision and operation of the Clerks section. This position serves as a legislative advisor to the CAO and Senior Management Team as well as to Council. This role provides administrative services to Council and its Boards and Committees.

Our ideal candidate for a Manager of Legislative Services/ Town Clerk will have a minimum seven years of experience in a Legislative Services/ Clerks division within a complex municipal environment. A university degree in Public Administration, Business Administration, or related field. Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and other related training an asset. As well, a Certified Municipal Officer (CMO) or Accredited Ontario Municipal Clerk (AOMC) designation considered an asset.

This exciting opportunity will fulfill your intrinsic desire to be a thoughtful leader as you embody the organizational values of Accountability, Dedication, Respect and Service Excellence

To explore this opportunity further, please submit your resume and related information online to **Kartik Kumar at careers@lesp.ca by August 15th @ 11:59 pm 2022.**

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

To view a detailed Position Profile, please [click here](#).

Legacy Partners and the Town of Niagara-on-the-Lake are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.