

City of Orillia

Director of Council Services/City Clerk

The Corporation of the City of Orillia has an opening for the position of Director of Council Services/City Clerk in the Corporate Services Department.

DUTIES

- Provide leadership, overall direction, management and administration of functions associated with Clerk Services and Real Estate.
- Exercise the statutory responsibilities of a City Clerk in accordance with the Municipal Act.
- Provide advice to Council and staff on procedural matters, legislative requirements and/or historical background information. Provide support to certain miscellaneous Committees of Council.
- Responsible for the preparation of all Council agendas; providing supporting documentation; drafting by-laws; and completion of follow-up correspondence.
- Attendance required at all meetings of Council, Council Committee, and Council Committee in Closed Session. Conduct research and prepares reports and resolutions for Council consideration.
- Ensure that notice requirements and meetings/hearings are properly conducted pursuant to provincial legislation including but not limited to the *Municipal Act*, *Planning Act*, and the *Development Charges Act*. Oversees and directs the coordination of provincial/municipal required notices, letters, advertisements, circulation of by-laws, appeals to the Ontario Municipal Board, affidavits, etc. in accordance with the provincial legislation.
- Act as Issuer of Marriage Licenses; executes documentation/affidavits as a Commissioner of Oaths; acts as Division Registrar for vital statistics; and performs duties as signing officer of the Corporation as appropriate.
- Oversee the day-to-day operations of the Clerk's Division; act as a primary information access point for the public; includes the corporate customer service and reception functions; booking of corporate boardrooms.
- Conduct municipal elections, including the establishment of voting subdivisions; preparation of the voters' list; hiring and supervision of staff; purchase and preparation of supplies; location of voting stations; training election staff; and monitoring elections staff performance. Also responsible for preparation of the Council Inauguration Event and for ensuring ongoing governance training for Members of Council.

- Oversee the corporate records management program, issuance of all lottery licenses and responsible for maintaining the Municipal Code and Corporate Policy Manual.
- Prepare reports, make recommendations/presentations and attend Council/Committee/Council Committee in Closed Session, community group, public and/or other meetings, as required.
- Responsible for the oversight of Council's Advisory Committee system.
- Freedom of Information and Protection of Privacy Coordinator (FOI): responsible for the statutory function of decision-making on FOI access requests under the *Municipal Freedom of Information and Protection of Privacy Act* Legislation, including acting as City's representative in appeal and representation processes; up-to-date knowledge of MFIPPA legislation through courses; submission of annual report to Information and Privacy Commissioner of Ontario. Act as resource person for the public/staff/Council/Committees giving advice on privacy/access issues; reviewing personal information banks and procedure manual.
- Lead and manage all aspects of the City's real estate portfolio including the Real Property Policy, leases, acquisitions and dispositions of land, administer contracts, liaise with internal and external stakeholders, etc.
- Participate as a member of OLT, provide advice/opinion/counsel to the CAO, General Manager and Strategic Leadership Team (SLT) in corporate decision-making and on sensitive/controversial issues; leads and/or participates on corporate project teams.
- Provide leadership, coordinate and direct managers in the preparation of strategic and annual business and work plans, major policies and service level standards for the departments.
- Direct supervision of staff and oversee the supervision of all staff within the Division.
 - Prepare reports/recommendations/by-laws and attend council, committee, community and other public meetings as required; makes presentations and provides advice/guidance on issues, plans, and strategies.
 - Member of the Emergency Control Group.
 - Responsible for the preparation, presentation and management of the division's annual capital and operating budgets.
 - Monitor the division's annual budget against established divisional objectives, key performance indicators and industry best practices.
 - Guide the design and implementation of appropriate policies, procedures, architectures, and security protocols throughout the organization.

QUALIFICATIONS

- Post-secondary degree in Law, Public Administration, Political Science or a related field.
- A minimum of 7 years progressive management experience is preferred, which includes five years direct senior managerial experience.
- Professional accreditation (e.g., CMO, AMP, AOMC) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) would be considered as an asset.
- University Degree in Law (LL.B.) or J.D. with a license to practice as a Lawyer by the Law Society of Ontario is an asset.
- Excellent verbal and written communication skills, together with strong organizational, analytical, leadership, coaching, time management, strategic planning, presentation, and management skills.
- Excellent computer skills using MS Office Suite, including Outlook, Excel, and Word, together with other application software such as Geographic Information System software, email software and the internet.
- Possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$125,043 to \$146,284 plus a comprehensive benefits package, based on a 35-hour work week. Applications will be accepted until May 4, 2023 at noon.

Applications will only be accepted by applying online on the city's website [City of Orillia Employment Opportunities - City of Orillia](#)