



Manager of Legislative Services/Deputy Clerk (Job # 2025-015-IE)

Department:	Corporate Services
Status:	Full Time, Permanent
Date Posted:	January 15, 2025
Date Closing:	January 29, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week
Salary:	\$128,415.11 - \$156,236.62 annually
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Join a dynamic and growing municipality as the Manager, Legislative Services/Deputy Clerk, where you'll play a key leadership role in guiding a small but mighty team while collaborating with senior leadership and Council to modernize service delivery and strengthen governance. Overseeing essential functions such as the 2026 municipal election (internet voting), MFIPPA, records management, Council and Committee meetings, and cemetery operations, you'll drive efficiencies through the continued optimization and expansion of eScribe, the updating of policies, and the enhancement of privacy and records management practices. With a passion for local government, strong communication skills, and a creative, positive attitude, you will lead by example and work closely with all commissions, the Mayor & Council, and the public to ensure smooth and effective operations. If you're a proactive team player eager to grow professionally and make a meaningful impact in your community, this is an exciting opportunity to contribute to the future of our municipality.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Commissioner of Corporate Services & Town Clerk, the Manager of Legislative Services/Deputy Clerk is responsible for managing the Legislative Services Division, specifically the following areas: licensing and permit programs, cemetery administration, Council/Committee services, records management services, municipal elections, any customer service associated with the statutory duty of the Town Clerk, and more!

Qualifications and Requirements:

- Minimum five (5) years of demonstrated Management/Supervisory experience in local government administration including Council/Board secretariat experience, elections experience and supervisory experience.
- Post-secondary degree in Public Administration, Local Government, Legal, Business Administration, or related discipline, accompanied by successful completion of the Municipal Administration Program of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).



- Membership in the Association of Municipal Managers, Clerks & Treasurers of Ontario, accompanied by the award and/or pursuit of the Certified Municipal Officer (CMO) designation.
- Thorough knowledge of municipal and applicable provincial legislation and regulations such as the Municipal Act, Municipal Elections Act, Vital Statistics Act, Marriage Act, Cemeteries Act, MFIPPA, rules of procedure for meetings, electoral processes, contemporary supervisory practices, and contemporary issues facing local government in Ontario and municipal operations/administration in general.
- Advanced public relations skills to resolve public inquiries and ability to deal effectively and tactfully with all levels of staff and government, elected officials, local boards and commissions, community groups, the general public and the development community.
- Excellent administrative, report-writing, communication, analytical, problem-solving, organizational, time management and supervisory skills.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint, SharePoint) and Adobe. Experience with eScribe is preferred.
- Valid Class G Drivers' license in good standing and reliable vehicle to use on corporate business.
- Availability to work flexible hours and/or shifts to accommodate evening meetings and peak periods/deadlines.

How to apply:

Please forward your resume in confidence by **January 29, 2025, at 4:00 p.m.**, identifying **Job # 2025-015-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

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