



Director, Legislated Services/City Clerk

City of Kitchener

Position Overview and Responsibilities

As the largest municipality within one of Canada's fastest growing regions, Kitchener is known as an innovative, caring, and vibrant city offering strong and connected neighbourhoods, an affordable cost of living, and a proud reputation for community engagement.

As an organization, the City of Kitchener is a modern public service with a strong internal culture. Our culture is led by our [People Plan](#), which champions our core values of trust and respect, change and growth, and collaboration. These core values help drive a workforce of people who are deeply committed to public service and guide our work with each other, and with the community.

If you share our values, are passionate about public service, and have senior level municipal experience this is the opportunity you have been waiting for. The City of Kitchener is seeking an authentic, high-performing, and reputable professional to become its next **Director, Legislated Services/City Clerk**. As the division's Director/City Clerk, you will be responsible for the management and administration of both citizen-facing and internal corporate services in several legislated areas such as Council & Committee Services; Corporate Records & Archives; Licensing (vital statistics, business, and lottery); and Mail Services. You will act as parliamentarian at Council meetings by providing strategic procedural advice to members of Council and staff with respect to meeting governance, as well as legislative matters and the city's Procedural Bylaw; act as the City's Chief Returning Officer for municipal elections, Local Registrar for Vital Statistics, Access and Privacy Head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act; and act as a Statutory Officer and Commissioner of Oaths with signing authority for official documents of the city.

Reporting to the General Manager, Corporate Services Department, you will develop strategic and operational work plans that effectively deliver quality services to support corporate objectives; you will maintain appropriate systems and processes to ensure the proper and orderly conduct of Council business and to record all Council/Committee decisions; you will develop policy for Council's consideration and formulate procedures that fulfill legislative requirements pertaining to divisional responsibilities and the statutory functions of the City Clerk; and, you will be responsible for conducting municipal elections in accordance with all related legislation. As an experienced and trusted team-leader and relationship-builder, you will provide leadership, mentoring and counsel to a diverse complement of staff, while contributing to, and building upon, a positive and healthy work environment.

Qualifications/Requirements

- Minimum 7-10 years of progressive and diversified municipal government experience.
- Minimum 3-year undergraduate degree in Business, Political Science, Public Administration, or a related field.
- Preference given to those having acquired or are eligible for professional accreditation (e.g., CMO, AMP, AOMC) from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO).
- Professional experience with planning municipal elections, preferably in Ontario, including knowledge of election processes, practices, technology/equipment, election worker recruitment and training.
- Experience developing strategic and operational plans, processes, and policies to support municipal by-laws, legislative requirements, and corporate objectives.
- Comprehensive knowledge and experience with relevant legislation, and knowledge of municipal-level parliamentary practices, municipal politics, and governance.
- Demonstrated leadership, negotiation, communication and political acuity to deal effectively and tactfully with Council, staff, citizens, other levels of government, and the media.
- Human relations experience to manage, develop, mentor, and motivate staff.
- Strong analytical, critical thinking and problem-solving skills and demonstrated ability to maintain a high standard of professionalism, transparency, sound judgment, diplomacy, and confidentiality.
- Ability to present issues and reports to Council and committees and represent the division on various committees; or experience presenting to large groups at a senior leadership level.
- Ability to work and alter hours as needed to attend evening Council/Caucus meetings and to meet deadlines.
- Ability to support and project values compatible with the organization and to participate as an effective team member.

Salary: Grade 12, under review (\$105,212 - \$131,515)

Posting Closing Date: December 10, 2021

To learn more about this exciting opportunity, visit: www.kitchener.ca/careers

In accordance with the City of Kitchener's *Mandatory Verification of COVID-19 Vaccination Policy*, new City of Kitchener employees (or employees rehired after a break in service of more than 3 months) are required to be fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.