

# Manager, Information, Privacy and Elections / Deputy City Clerk

<b>Service Area:</b>	Corporate Services
<b>Department:</b>	City Clerk's Office
<b>Work Location:</b>	City Hall, 1 Carden Street
<b>Work Mode:</b>	Hybrid
<b>Job Type and Duration:</b>	Permanent, Full Time Vacancy
<b>Position Availability:</b>	1 existing vacant position
<b>Salary Range:</b>	\$108,726.80-\$135,908.50
<b>Affiliation:</b>	Non-Union
<b>Posting Period:</b>	March 19, 2026 to April 9, 2026 11:59 p.m.

## Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Resumes are being accepted for the position of **Manager, Information, Privacy and Elections / Deputy City Clerk** within the City Clerk's Office. Reporting to the City Clerk, the successful candidate will lead all aspects of the delivery of municipal and school board elections as well as corporate information management and access to information programs. This position ensures compliance with provincial legislation, provides strategic guidance on policy matters, and assists in fulfilling the statutory duties of the Clerk while acting in their absence.

## Key duties and responsibilities

### **Municipal and School Board Elections:**

- Lead all aspects of the delivery of municipal and school board elections, under the direction of the City Clerk.
- Oversee the coordination of voting locations, staffing, supplies and equipment to effectively deliver municipal and school board elections.
- Lead election equipment procurement processes, including managing ongoing vendor relationships.
- Research, recommend and implement alternative methods of voting and related processes.
- Prepare reports and analysis for City Council and the City Clerk related to the delivery of municipal and school board elections.
- Complete all post-election tasks, including accessibility reporting, document management, post-election surveys and lessons learned, the return of equipment, secure storage and legislated destruction of ballots.
- Act as the Deputy Returning Officer and media spokesperson for municipal and schoolboard elections.
- Perform other duties as assigned pursuant to the Municipal Elections Act and Municipal Act, ensuring compliance with legislation.

### **Records and Information Management:**

- Develop, implement and administer the organization-wide records and information management program, based on the City's Records and Information Management Strategy, in accordance with relevant policies, standards, best practices and legislation.
- Evaluate, direct and reinforce established procedures regarding the security and confidentiality of the City's information assets.
- Proactively examine and adapt conditions in the physical environment to reduce the risks associated with the preservation of information assets.
- Develop, implement and update policies, procedures and resources for the orientation and training of staff to support the records and information management program.
- Monitor current industry trends as well as changes in associated statutory requirements to ensure the City's records and information management program is current and effective.
- Lead cross-departmental project and information management governance meetings.
- Act as the lead for the future implementation and management of a corporate electronic records and document management system.

### **Access and Privacy:**

- Oversee freedom of information and routine disclosure request processing, acting as a back-up for the Information and Access Coordinator as needed.
- Oversee, respond to, and investigate privacy complaints, privacy breaches and conduct compliance reviews.
- Lead the development and review of access and privacy policies and processes.
- Ensure all required reporting to the Information and Privacy Commissioner of Ontario is completed.
- Conduct privacy impact assessments and provide expert advice to senior City staff and City Council.
- Monitor current industry trends and updated legislative requirements under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA) to ensure the City's access and privacy program is current and effective.

### **General:**

- Lead workforce planning, hiring, onboarding, coaching and performance management for the Information, Privacy and Elections division of the City Clerk's Office.
- Prepares and manages the divisional budget, monthly variances and annual reports for the City Clerk's Office and proposes and implements cost mitigation strategies as required through the fiscal year.
- Manages Election Reserve funding allocation and tracking.
- Develop and deliver annual and multi-year divisional workplans.
- Lead employee engagement and development for the division.
- Participate as an active and engaged member of the City Clerk's Office leadership team.
- Develops constructive and trusting relationships with the ability to provide leadership and to influence others. Further ability to articulate and explain City policies and procedures to members of Council/Committees/Boards, staff and the public. Ability to build and foster positive working relationships with the public, stakeholders, Council and staff in all service areas.
- Exercise the statutory authority of Deputy City Clerk under the Municipal Act, including acting as the Head under MFIPPA, the signing of agreements and official records.

### **Qualifications and requirements**

- Completion of a bachelor's or master's degree in Records and Information Management, Public Administration, Political Science, or a related professional designation. Candidates with an equivalent combination of education and experience may be considered.
- Considerable experience in the delivery of municipal and school board elections, records and information management, and access and privacy, preferable as part of a municipal clerk's office.
- Eligibility for, or membership in, the Association of Municipal Managers, Clerks and Treasurers of Ontario.
- Demonstrated experience managing staff, leading teams, and fostering a positive, inclusive workplace culture.
- Experience with budget creation and management.
- Proven ability to interpret, apply and communicate legislation affecting municipalities.
- Exceptional communication skills, both written and verbal, with the ability to present complex information clearly and persuasively.

- Political acumen with the ability to work effectively with elected officials, senior leaders, and diverse stakeholders while maintaining tact, diplomacy and confidentiality.
- Advanced analytical and problem-solving skills, with sound judgment in decision-making.
- Excellent interpersonal and customer service skills, including flexibility, discretion and integrity.
- Willingness to support Council and committee meetings, public engagement sessions, and elections outside of regular working hours.

## Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

## How to apply

Click "Apply Now" on the top right hand side of your screen by **April 9, 2026**.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

## Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

## Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

## Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.