



Welcome to the City of Greater Sudbury! As a resident in our vibrant and growing city, you will have access to all the amenities found in larger urban centres, and still be only be a short drive away from untouched natural beauty and several provincial parks. You will also be a part of a dynamic and diverse regional capital that functions as the service hub for the 550,000 people of Northeastern Ontario, with a focus on technology, tourism, education, government and health services. With a population of over 158,000 and a booming economy, you will find that Greater Sudbury is still a warm and welcoming community. And it's waiting for you!

CITY CLERK

City of Greater Sudbury

Salary Range: \$93,816.45 - \$110,442.15

If you are a seasoned administrative professional who thrives in a fast-paced, legislation-driven, corporate team environment, the City of Greater Sudbury has a challenging position for you!

JOB SUMMARY:

Responsible for fulfilling the associated statutory responsibilities and for the complete direction and administration of the City's Clerk's Section in support of quality customer service outcomes and the Business Plan for the Section.

KEY RESPONSIBILITIES:

- Fulfill all statutory responsibilities of the City Clerk;
- Manage the legislative process for Council and all Council Committees;
- Supervise staff in the preparation and distribution of agendas and agenda materials, issuance of notice, recording of minutes and resolutions and other meeting and documentary processes;
- Co-ordinate the response to requests made under the Municipal Freedom of Information and Protection of Privacy Act;
- Develop records management policies and processes and oversee the administration of CGS's records management program;
- Plan, prepare and conduct all municipal elections, by-elections and associated electoral processes;
- Act as Division Registrar for marriage licences, deaths and burial permits in accordance with The Vital Statistics Act, and solemnize marriages in accordance with the Marriage Act;
- Ensure effective and efficient mail delivery and print room operations;
- Manage the financial, human and physical resources including providing supervision to the employees in the Section;
- Assist in the development of the Business Plan of the Section;
- Prepare and administer the budget for the City Clerk's Section and the budget for the Municipal Election;
- Proactively review literature and best practices for City Clerks so as to ensure review of the Section's performance, adoption of best practices and continuous service improvement; and
- Act as Management's Representative in the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.

QUALIFICATIONS:

Education and Training:

- University degree in Public Administration or similar discipline from a recognized university with Canadian accreditation;
- Certification, or ability to be certified as a Municipal Clerk or Municipal Officer, as recognized by the International Institute of Municipal Clerks and its affiliates; and
- Must be, or have ability to be a Commissioner of Oaths.

Experience:

- Minimum of five (5) years of management of administrative experience in a municipal, legislative, corporate governance or similar environment with at least two (2) years of supervisory experience in a unionized environment.

Knowledge of:

- Rules of procedure and legislative protocols;
- Records management practices, protocols and procedures;
- Elections and election law;
- Applicable legislation and related regulations;
- Best practices in management of City Clerk's Section;
- Horizontal linkages to other levels of government, affiliated services and the private sector; and
- Demonstrate ability to work with microcomputer software and administrative systems in a Windows environment.

Abilities to:

- Manage in a complex and highly time sensitive environment;
- Understand the needs of Council and align resources to optimize delivery of service;
- Demonstrate effective interpersonal and communication skills, tact, diplomacy, political acuity, discretion and time management ability;
- Link client services to the broad policy objectives of the organization;
- Lead change initiative, manage projects and respond quickly to emerging opportunities and risks;
- Manage conflict, mediate disputes and assist in reaching consensus;
- Manage the financial, human and physical resources of the Section in a collaborative manner;
- Lead employees, motivate staff and support continuous learning;
- Prepare operating and capital budgets for the Section;
- Prepare and execute an effective business plan for the Section; and
- Provide a stabilizing influence of the Section.

A complete overview of responsibilities and qualifications can be viewed at www.greatersudbury.ca/jobs

In exchange for your valued contribution, the City of Greater Sudbury offers the following benefits:

- Competitive salary;
- Extended health benefits;
- OMERS Pension Plan;
- Three (3) weeks of annual paid vacation (after completing one (1) year of full-time continuous employment, and increasing with years of service);
- Pregnancy/parental leave with "top up";
- Personal and professional training and development opportunities; and
- Free admission to various City-operated recreational facilities.

To apply, please submit your resume and covering letter, quoting competition number **EO11-110**, by **THURSDAY, MARCH 31, 2011 at 4:30 p.m.** to: Human Resources and Organizational Development Division c/o City of Greater Sudbury, P.O. Box 5000, Station A, 200 Brady Street, Sudbury, Ontario P3A 5P3 or by fax: (705) 673-7219 or by e-mail to: hrjobs@greatersudbury.ca

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. While all applicants are thanked for their interest in this position, only those selected for an interview will be contacted.