

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting **Full Time Non-Unionized** opportunity in the **Office of the City Clerk** for an experienced and motivated individual*

**Deputy City Clerk & Manager, Administrative Services
(JOB # J0418-0663)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for the management, co-ordination and supervision of the City Clerk's department including Council Secretariat Services and Office Services. Performs statutory duties under the Vital Statistics Act. Performs the duties of Deputy Issuer of Marriage Licences under the Marriage Act. Organizes and administers all facets of the Municipal Election every four years, under the direction of the City Clerk. Performs the corporate and statutory duties of the City Clerk in his/her absence.

Qualifications and experience:

- University Degree in Public Administration or Business or suitable equivalent.
- Association of Municipal Managers, Clerks & Treasurers of Ontario designation.
- Minimum of five (5) years progressively more responsible municipal experience in a unionized environment.
- Excellent verbal and written communication skills, strong presentation skills combined with proven organizational abilities.
- Good analytical, negotiating and problem-solving skills.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Friday January 25, 2019**.

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.