



## The Corporation of the Town of Lakeshore has an Career Opportunity for a Manager of Legislative Services

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. It is responsible for over 550 km of roads. Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

The Town of Lakeshore has a career opportunity for the Manager of Legislative Services. Reporting to the Director of Legislative and Legal Services, the Manager shall be responsible for the management of all operational functions of the Legislative Services Division including, but not limited to the management of Council agendas, supervision of staff, development of policies and procedures, vital statistics, licencing as required by Town by-law lottery licensing, as well as the management of municipal records. The Manager will be appointed as Clerk by the municipality in accordance with the Municipal Act to fulfil the municipality's legislative obligations by performing all statutory and legislated duties of the Clerk.

### Qualifications:

- University degree in Business Administration, Public Administration, or related field.
- Completion of Municipal Administration Program (MAP) offered through AMCTO (or equivalent education and/or experience)
- Five (5) to ten (10) years of progressive experience in a municipal government environment
- Three (3) years of supervisory experience
- Eligible to be a member in good standing with the Association of Municipal Managers, Clerks and Treasurers of Ontario
- Masters in Public Administration and Certified Municipal Manager or Certified Municipal Officer designation would be assets
- Experience interacting with the public in a customer service-based role
- Regular user of Windows and Microsoft Office

### Skills and Experience

The successful candidate will have demonstrated above average competency in the following:

- time management and organizational skills
- demonstrate high standard of verbal and written skills
- demonstrate high standard of problem solving
- Application of records management theory and principles
- Ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage projects concurrently
- Tact and discretion in handling matters of a confidential or politically sensitive nature and maintain confidentiality
- Team building and team membership skills

## Knowledge:

- The successful candidate must demonstrate knowledge of the following: Records management
- A thorough knowledge of the structure of local government
- Thorough knowledge of the *Municipal Act, 2001*, *Municipal Elections Act, 1996* and *Municipal Freedom of Information and Protection of Privacy Act*

## Major Responsibilities:

The successful candidate will perform the following in accordance with relevant law, by-law or Town policy:

- Day to day management of the Legislative Services division and supervision of staff.
- Organize and oversee preparation of all Council agendas ensuring all supporting information is included and provided and respond and assist with inquiries from the public regarding the agenda and meeting process.
- Attend all regular and special meetings of Council.
- Record all resolutions, decisions and other proceedings of Council
- Responsible for the preparation and distribution of minutes of Council.
- Preparation and/or assistance with the development of by-laws
- Provide advice to Council on the rules of procedure as relates to Council
- Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions
- Ensure and oversee communication of actions as a result of Council decisions to staff, external stakeholders and other levels of government when necessary.
- Executes agreements, contracts and by-laws where authorized
- Undertake research and provide advice to Council on the policies and programs of the municipality and carry out other duties
- Act as a commissioner pursuant to the Commissioner of Oaths and Affidavits
- Act as a commissioner pursuant to the Commissioners for Taking Affidavits Act
- Act as Division Registrar in accordance with the Vital Statistics Act Plan, prepare and implement elections pursuant to the *Municipal Elections Act, 1996*
- Assist with the development and delivery of professional development material for Council and committees
- Conduct committee member recruitment
- Manage Town records
- Manage division budget and provide input into the departmental budget and project variances as part of the quarterly review.
- Process requests pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*
- Supervise and manage the issue of marriage licenses
- Solemnize marriages under the authority of the *Marriage Act*
- Manage the Lakeshore Dog Pound and complete the duties of the staff resource for the Joint Dog Pound Committee
- Manage the crossing guard personnel, and ensure they are provided with the training and equipment necessary to fulfill their duties.
- Supervise and manage the delivery of Animal Control services
- Supervise and manage the animal control, lottery licence system and business licencing systems
- Perform the duties of the licensing officer responsible for the issue of lottery licenses in accordance with the rules and guidelines established by the Alcohol and Gaming Commission of Ontario
- Manage and oversee the issuance of taxi licenses

- Manage alarm registration
- Perform emergency management responsibilities where/when required
- Manage the administration of inactive cemeteries in the municipality
- Other duties as assigned

### **Decision Making and Judgement:**

- Work is performed under the general direction of the Director of Legislative & Legal Services
- Ensure the timely preparation and distribution of agendas and background material for Council and Committee members prior to meetings.
- Accurately record the minutes of Council and Committee meetings (where required) and ensure the preparation and distribution of same.
- Prepare municipal by-laws in accordance with all applicable legislation and regulations submitting for required approvals.
- Ensure the correct procedures are followed respecting responsibilities under the Municipal Act, 2001 and other applicable legislation and regulations
- Supervising, assigning tasks, ensuring appropriate training and reviewing the performance of reporting employees and ensuring that adequate training and information resources are available to them.

### **Human Resources:**

- Directly supervises:
  - 3 full time Administrative Assistants
  - 6 Part time Crossing Guards + 6 alternates
  - 2 Part time Pound Keepers (and an alternate)
- Assist in establishing goals and objectives for the department.
- Plan, prioritize and assign work
- Accountable for health and safety responsibilities of staff-must ensure compliance with legislated requirements regarding health and safety

### **Financial Management:**

- Approves expenditures in accordance with approved budgetary guidelines and Town by-laws and policy.
- Assists with the development of the budget for the division
- Monitors financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff

### **Interpersonal Skills:**

Excellent interpersonal skills to interact with members of Council, staff and the public. Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage multiple projects concurrently.

#### **Internal**

- With all members of Council relative to meetings, agendas, delegations, etc.
- With all Directors, Managers and various staff members for the discussion of Municipal business and exchange of information.

#### **External**

- With the general public regarding Council meetings, to provide any exchange of information, to relay decisions, respond to complaints, etc.
- With the Municipal Solicitor, Insurance adjuster and broker, Consultants, Contractors, Ministries, other Municipalities and the general public to obtain advice and input respecting departmental matters.

## **Working Conditions:**

### Environment

- Works within an office environment in an office.
- Some travel may be required.
- Subject to adverse behaviour when communicating with the general public and others
- Manual dexterity to operate computer and other office equipment

### Control over Work Schedule

- Office hours being 8:30 a.m. to 4:30 p.m. (35 hours per week)
- Required to attend all Council and various Committee meetings occasionally.
- Work is subject to deadlines and may be required to work overtime to manage workload.
- Lieu time is capped at 35 hours per year

For the full job description, please visit our website at [www.lakeshore.ca](http://www.lakeshore.ca) under employment opportunities. Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) no later than 2:00 pm on Monday, December 17, 2018 clearly indicating Manager of Legislative Services/Clerk in the subject line. This is a non-union position. The salary range is \$85,656 to \$100,194 annually with competitive benefits and pension.

*Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*