



EMPLOYMENT OPPORTUNITY

Legislative Services Manager/Clerk (Temporary Contract up to 18 months)

About Middlesex County

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

Working at Middlesex County

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters innovation and leadership.

Position Overview

Reporting to the Chief Administrative Officer, the Legislative Services Manager/Clerk is a contact for internal and external customers, relating to matters pertaining to Council and Administration. This position has regular contact with County Council and is responsible for administering the production of agendas; attending Council/Committee meetings to perform recording secretary duties; drafting and updating bylaws, policies, and procedures; and Commissioner of Oaths duties.

The Legislative Services Manager/Clerk also serves as the primary contact for all matters pertaining to the interpretation and application of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Qualifications

- A degree in Public Administration, Law, or Political Science, including course work in municipal government.
- Minimum five (5) years' experience in a supervisory role in a municipal administration, preferably in a Municipal Clerk's Office.

- Valid driver's license and access to a vehicle as required to attend events, meetings or otherwise.
- Current Criminal Record Check with a Vulnerable Sector Screening that is satisfactory to the County of Middlesex.

Additional details and a full job description are available at www.middlesex.ca.

Location

The position will work at the County Administration Building located at 399 Ridout Street North, London, Ontario, with some opportunity for remote work from home.

What We Offer

- Competitive compensation: the pay rate for this position is \$59.82 to \$69.99 per hour for 35 hours per week plus 13% for pay in lieu of benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Flexible work opportunities
- Ongoing training and development

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to **Jessica P. Ngai, Director of Human Resources**, by email at hr@middlesex.ca by **4:30 p.m. on February 3, 2023**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

Accommodations

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Additional Information

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.