



Make working for  
The City work for you.



## City Clerk – AMENDMENT

If you are committed to public service, enjoy collaborating with others, share our [values](#) and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

In a modern municipal government, the conversation amongst members of Council, Administration and citizens is essential. Pursuant to the *Municipal Government Act*, the City Clerk is a designated officer who plays a pivotal role in facilitating, supporting, and clarifying the conversation. Through continuous improvement and innovation, the City Clerk’s Office contributes to a well-run city by delivering open, accessible and fair government services to the public, Council and the corporation.

Additionally, the City Clerk provides strategic oversight, direction and leadership to a business unit comprised of over 70 employees, with an annual operating budget of \$13 million. Through your vision and influence, you will continue to evolve the business by creating an engaging, supportive, and collaborative environment while ensuring compliance with City policies, standard practices, and legislation.

Specifically, you will provide governance and legislative guidance to Council and Council Committees, assist Council in procedure and protocol matters, and maintain a corporate record of Council and Committee meeting minutes, Council policies, City bylaws, and contracts. You will be accountable for providing administrative services to support The City’s quasi-judicial boards, serve as the Head of the Local Public Body for the *Freedom of Information and Protection of Privacy Act*, and conduct the civic census. In your role as Returning Officer, you will provide leadership and strategic direction for civic elections.

### Qualifications

- A degree in public administration, business administration, political science or a related field combined with at least 10 years of diversified and progressively senior government and leadership experience.
- Completion of related professional designation(s) (such as a Certified Municipal Clerk; Master Municipal Clerk) and experience in municipal government and elections will be considered assets.
- Previous leadership experience with a proven ability to inspire, influence and lead change while building strategic relationships.
- Demonstrated strategic and creative thinking while employing sound problem solving and decision-making skills are essential for this role.
- Highly developed political and organizational sensitivity with a demonstrated passion to serve Council and the citizens of Calgary while modeling the Corporation’s core values
- Superior presentation and communication skills and the demonstrated ability to clearly communicate a vision and lead others to define and achieve goals.
- An equivalent combination of education and experience may be considered.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt	Business Unit: City Clerk’s Office
Position Type: Permanent	Location: 800 Macleod Trail S.E.
Compensation: Director Band 2 \$131,500-200,000 per annum	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week	Apply By: October 13, 2020
Audience: Internal/External	Job ID #: 303303
Amendment: Closing date	

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)

We value diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.