



The Corporation of Norfolk County is a single-tier municipality of 70,000 located on the North Shore of Lake Erie in Southwestern Ontario. Norfolk County offers abundant recreational and lifestyle opportunities.

Rural by nature, prosperous by design, Norfolk County is located one hour south of Toronto. It offers picturesque small-town rural living within easy reach of major urban centres including Hamilton, London, Kitchener-Waterloo, and Brantford. With wonderfully varied tourist attractions, a bountiful and proven agricultural tradition, and spectacular recreational activities, the exceptional quality of community and family life simply can't be beaten!

With a combined operational and capital budget of approximately \$300M and more than 700 permanent staff, the County is committed to meeting the needs of its residents and business community by delivering efficient and effective services.

### **Inspire the Future**

Reporting to the Chief Administrative Officer, the **County Clerk** position is responsible for providing leadership, guidance, and effective management of the Clerk's Office and By-Law Enforcement departments.

The **County Clerk** core accountabilities will include:

- Acting as resource, advisor and liaison to Council, Senior Leadership Team, County staff, public and media.
- Initiating, developing, and overseeing corporate policies, procedures and business processes based on evidence-informed practices and having an in-depth knowledge of all the practices related to the division.
- Ensuring efficiency, effectiveness, and quality of day-to-day operations of the Clerks and By-law departments.
- Accountability for legislative and statutory requirements specific to the Council Services function.

Our workplace culture is founded upon our strategic priorities that are centred around building a solid foundation for the future, focusing on service delivery, quality infrastructure, creating an optimal place for our staff, business and most importantly fostering a vibrant, creative community. As our County Clerk you will embrace this culture and continue to guide and inspire a dedicated team.

### **Ideal qualifications**

A University degree, preferably in Public Administration or Political Science, a designation through the Association of Municipal Clerks and Treasurers and at least five to 10 years related municipal experience in a comparable position in administration, with strong organizational management and people leadership skills. In addition, you will be attuned to the nuances of a complex multi-stakeholder business environment and have proven abilities in leveraging technology and implementing efficiencies. Additionally, you will possess an unparalleled knowledge of various related acts, legislation as well as a sound knowledge of Robert's Rules of Order, parliamentary and meeting procedures.

### **Key Benefits of working at Norfolk County**

A flexible virtual work policy, state-of-the-art office environment, low-cost of housing, access to healthcare, education, recreation, and cultural activities in a vibrant rural setting with nearby waterfront amenities.

### **How to Apply**

To explore this opportunity please apply via email by **March 1<sup>st</sup>, 2023** or sooner to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **NC-CLERK**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net) or Amy Oliveira at 416-214-9299 x4, [amy@waterhousesearch.net](mailto:amy@waterhousesearch.net).

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*