

### City Clerk

**Date:** December 1, 2023

**Location:** City of Weyburn – Administration

*The City of Weyburn is a dynamic and progressive community located in the heart of Southeast Saskatchewan with a population of over 12,000 residents, and a solid economic and community foundation upon which new opportunities are continuously built.*

*Reporting to the City Manager, the City Clerk supports the Senior Leadership Team and Council in meeting the strategic objectives and responsibilities of the City of Weyburn by ensuring legislative and bylaw compliance during City Council meetings, Freedom of Information and Privacy requests, records management, and municipal elections.*

#### **Responsibilities:**

- Manage regular activities of the City Clerk's office.
- Provide administrative support to the municipal government officials (Mayor, City Council, Police Commissioner) and members of management (City Manager, Senior Leadership Team, etc.).
- Provide clerical services to the City Manager's office.
- In consultation with the City Manager, prepare and distribute the City of Weyburn Council agenda packages.
- Attend all Council meetings.
- Ensure Council meetings are conducted in accordance with Legislation, providing assistance and advice on procedural matters and ensuring all resolutions, decisions and other proceedings of Council are recorded.
- Support the creation and maintenance of policies/procedures by providing legislative and bylaw compliance information.
- Organize and maintain all city records, ensure documents are recorded and filed properly and oversee the monitoring, archiving and destruction of documents.
- Manage the intake of general inquiries and provide to the appropriate person or department.
- Act as the Information and Privacy Officer for the City of Weyburn. Responsible to ensure compliance with The Local Authorities Freedom of Information and Protection of Privacy Act (LA FOIP) and manage all LA FOIP related requests.
- Operate as the Returning Officer for the City of Weyburn municipal election, ensuring compliance with The Local Government Elections Act.
- Provide advice to Council and Administration on legislation, legal, agreement and contract matters. Advise elected representatives on policy questions and seek out information from government stakeholders as required.
- Promote and support the mission, vision, and values of the City of Weyburn

#### **Education:**

- Degree or diploma in Municipal Administration

#### **Experience:**

- Five (5) years of working administrative experience in a municipal environment.
- Good working knowledge of all Microsoft Office products, meeting management software and Vadim System software.
- Thorough understanding and application of The Cities Act, The Local Government Election Act and The Local Authorities Freedom of Information and Protection of Privacy Act (LA FOIP).



## CITY OF WEYBURN CAREER OPPORTUNITY

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**Additional Information:**

- **Job Status** – Full time
- **Benefits** – Competitive salary and comprehensive benefits package including pension
- **Application Deadline** – This position will remain open until a suitable candidate is found

**To Apply:**

Please submit your resumes and cover letters directly to Mathew Warren, City Manager at [careers@weyburn.ca](mailto:careers@weyburn.ca).

The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.