



# City Clerk

## CITY OF NORTH VANCOUVER

### North Vancouver, BC

Viewed as a progressive and dynamic urban municipality, the City of North Vancouver is seeking a key resource amongst its senior leadership team. As an appointed officer of the City of North Vancouver, the City Clerk plans and directs the work of a department engaged in providing administrative and corporate secretarial services for Council. Reporting to the Chief Administrative Officer, the City Clerk acts as an advisor to Council on procedural matters and is a liaison between the elected officials, the general public and outside agencies. The City Clerk is also the Freedom of Information and Protection of Privacy Lead for the City of North Vancouver and all its Boards and agencies.

The ideal candidate is a progressive, flexible leader and accomplished communicator with excellent interpersonal skills and a diligent approach. They will have a solid background in public/government administration at the municipal level, with responsibilities for various divisions and their coordination. The City Clerk possesses a solid working knowledge of governance policy, information management and the municipal election process. They bring a high level of independent judgment and action in planning and implementing the work of the Office of the City Clerk. A high degree of tact, diplomacy and sensitivity to community issues are among the Clerk's core attributes.

If you are recognized as being an effective catalyst for creating a collaborative, service-oriented environment, please send your resume and cover letter to **Jennifer Madden** and **Maggie Ow** at [www.pfmsearch.com](http://www.pfmsearch.com).

*The City of North Vancouver is an award-winning municipality in the heart of Metro Vancouver's beautiful North Shore. With a rich history, it is a thriving community experiencing robust growth. Those who have chosen to live and work in the City of North Vancouver enjoy a high quality of life that includes easy access to transportation, services, and everyday conveniences. The City's strong commitment to the future is reflected in its vision to build a socially, economically and environmentally sustainable community for all. With an approximate population of 59,000 residents and growing, the City of North Vancouver's vision is to be a vibrant, diverse and highly livable community that strives to balance the social, economic and environmental needs of the community.*



#### PFM Executive Search

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