



Where you belong.

Elections, Information and Privacy Officer

Wage Range: \$83,908 – \$99,882

Job Posting: 086-105-2026

Job Class: 4

Department: Corporate Services

Division: Clerks

Hours: 35 hours/week

Status: Full Time

Posted: September 2, 2026

Closing Date: September 17, 2026, at 4:30pm

Protect information. Support democracy. Build public trust.

The City of Sault Ste. Marie is seeking an organized, detail-oriented professional to administer corporate records, information access and privacy services, and support the delivery of accessible, fair, and compliant municipal elections. Reporting to the Deputy City Clerk, this role helps strengthen transparency, accountability, and confidence in local government.

What You'll Lead & Deliver

Primary Accountabilities include, but are not limited to:

Records Management

- Administer the City's Corporate Records Program, supporting transparency, accountability, and regulatory compliance.
- Support records retention, destruction, and inventory activities in accordance with the *Municipal Act, 2001*.
- Research records management practices and recommend updates to the Record Retention By-law for Council consideration.
- Collaborate with City staff to maintain and update the Corporate Policy Manual.

Information Access and Privacy

- Prepare Privacy Impact Assessments for new or substantially modified personal information collection systems in collaboration with sponsoring departments and Information Technology.
- Lead privacy breach response activities, including investigations, reporting, notification, trend tracking, and advice to mitigate impacts.
- Process Freedom of Information requests in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- Coordinate records searches; review responsive records; apply exemptions, redactions, third party notification requirements, and fees; and release information in accordance with legislation.
- Provide guidance to City departments on MFIPPA, privacy, corporate records, and related compliance matters.

Election Coordination

- Coordinate and organize municipal elections under the direction of the Deputy City Clerk and City Clerk, in compliance with the *Municipal Elections Act*.

- Develop, recommend, and implement an election project plan, policies, procedures, communications materials, and budget input to support successful election delivery.
- Research legislative changes and election best practices and provide recommendations to strengthen City processes.
- Recruit, train, schedule, and supervise temporary election personnel; prepare training materials and coordinate performance evaluations.
- Arrange voting locations and perform accessibility audits; oversee voter list activities, candidate nominations, third party advertiser registration, and election supplies and equipment.
- Complete post-election activities and liaise with provincial and municipal partners, City staff, and other stakeholders, as required.

Corporate Support and Continuous Improvement

- Deliver staff training on records management, access, and privacy responsibilities.
- Monitor case law, IPC orders, legislation, regulations, and legal requirements; recommend changes to maintain compliance.
- Maintain required Freedom of Information and privacy-breach statistics for annual reporting to the Information and Privacy Commissioner of Ontario.
- Perform other related duties as required.

What You Bring

You bring sound judgement, discretion, strong organizational skills, and the ability to balance multiple deadlines in a fast-paced municipal environment.

Required Qualifications:

- University degree in a related field, such as Political Science, Public Administration, Business, or a related discipline.
- Three years of related work experience, preferably in a municipal setting.
- Proficiency with Adobe and Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook.
- Knowledge of applicable legislation and regulations, including the *Municipal Act, 2001*; *MFIPPA*; the *Municipal Elections Act*; the *Personal Health Information Protection Act (PHIPA)*; and the *Accessibility for Ontarians with Disabilities Act (AODA)*.
- Ability to collect, analyze, interpret, and summarize information and data from a variety of sources.
- Demonstrated ability to manage confidential, discreet, and sensitive information with sound judgment.
- Strong written and verbal communication, customer service, public relations, problem-solving, planning, and organizational skills.
- Political and organizational acuity, including the ability to work effectively with staff, media, the public, elected officials, and candidates for elected office.
- Ability to work effectively under pressure while meeting multiple and sometimes competing deadlines.

Preferred Qualifications

- AMCTO Municipal Administration Program certification.
 - Previous municipal election coordination experience.
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SAULT STE. MARIE

Where you belong.

Ready to Make an Impact?

Apply Today!

Submit your **cover letter and resume** highlighting your qualifications to:

Email: human.resources@cityssm.on.ca

Subject Line: 086-105-2026 Elections, Information and Privacy Officer

Our Commitment to Inclusion

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.

Privacy Notice

Information collected is in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used solely for the selection process related to this posting. posting - template.docx

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

When you join the City of Sault Ste. Marie, you're not just starting a job, you're becoming part of a supportive, community-driven corporation that values its people. We take pride in creating a workplace where employees can grow, contribute, and feel valued every step of the way.

Why Choose Sault Ste. Marie?

Build Your Career Where Nature Meets Opportunity

Big-City Career, Small-City Lifestyle

Work on meaningful municipal priorities where your work has a direct impact and you can see results in the community.

An Outdoor Paradise

- Endless hiking, biking, and paddling trails
- World-class fishing and boating
- Skiing, snowmobiling, and winter adventures
- Access to Lake Superior's rugged shoreline, one of Canada's natural gems

Affordable, Comfortable Living

Sault Ste. Marie offers significantly more affordable housing compared to major Ontario cities.

A Welcoming, Growing Community

A friendly community with steady economic growth and expanding sectors including clean energy, tech, public infrastructure, and healthcare.

What The Corporation of the City of Sault Ste. Marie Offers Its Employees

- Comprehensive health, dental, and vision benefits
- OMERS pension plan with employer contributions
- Paid vacation, Wellness Days, and personal leave provisions
- Access to ongoing training, certifications, and professional development
- Healthy work-life balance and a strong commitment to employee safety