

JOB DESCRIPTION

Position Title: Deputy Clerk
Department: Staff Services/Clerk
Reports To: Director Staff Services/Clerk

Purpose

Reporting to the Director Staff Services/Clerk, the Deputy Clerk provides support with the performance of the statutory duties of the Clerk, as set out in the *Municipal Act, 2001* and other related legislation. The Deputy Clerk is responsible for assisting with the day-to-day operations of the Clerk's Department and carrying out responsibilities in the following functional areas: records management, council and committee services, by-law coordination, communications, licensing and vital statistics.

Responsibilities

- Maintains thorough knowledge of the Staff Services processes and high level understanding of the Corporation's records management system, policies and procedures.
- Under the guidance of the Clerk, assists with the discharge of the statutory and legislative responsibilities as authorized by Council and set out in Provincial legislation, including but not limited to the *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Elections Act*, *Accessibility for Ontarians with Disabilities Act*, *Ontario Heritage Act*, *Drainage Act*, *Planning Act*, and *Vital Statistics Act*.
- Researches and collects various sources of information (e.g., legislation, regulations, policies and programs in other jurisdictions, environmental scans, surveys) to support policy and program development, and participates in the department's policy/program projects as assigned.
- Analyzes and evaluates policy/program information and data, using quantitative analysis to synthesize data, identifies issues and trends, and prepares analytical and statistical reports, for review/action.
- Prepares a range of draft analyses, and policy/program reports, such as options papers, briefing notes, contentious issues reports, and briefing materials for use by senior management.
- Drafts by-laws and resolutions, after conducting all necessary research and analysis in consultation with the Clerk and members of the senior administrative team, when required.
- Provides support with administering all records management functions including the management and administration of corporate records, development and implementation of corporate wide content management systems; development, creation and maintenance of records management policies and procedure manuals and corporate policy manuals.
- Prepares draft correspondence in response to public inquiries regarding legislation, regulations, policies and proposed policies and initiatives.

- Prepares correspondence, information, presentations, notices, as well as question and answer packages and materials to internally and externally communicate policy/program changes and council decisions, in addition to developing a range of on-line information services to support corporate communications.
- Provides support in the coordination of Council Agendas and prepares draft minutes of meetings.
- Attends regular, special and public meetings of Council.
- Distributes approved reports, minutes, resolutions, by-laws, agendas.
- Assists with organizing and carrying out all responsibilities of the Clerk with respect to the Municipal and School Board Elections.
- Assists with the development, evaluation and preparation of the annual departmental budget and related quarterly financial reporting including monitoring of revenues and expenditures.
- Executes documents and affidavits as a Commissioner of Oaths.
- Contributes to the legal / statutory processes related to the disposition and acquisition of property, road closures, street name changes, heritage designation.
- Acts as Committee Secretary for the Cultural & Arts Advisory Committee and the Heritage Committee and is responsible for the preparation and coordination of agendas and creation of the meeting minutes.
- Acts in the capacity of the Clerk, in the absence of the Clerk.

Working Conditions

Usual hours of work are based on a 35 hour, 5 day week [8:30 am to 4:30 pm]. Overtime is required to cope with deadlines, peak periods and unexpected situations that arise, as well as meetings from time to time.

Contacts

Internal Working Relationships

Establishes and maintains working relations with others in the Staff Services/Clerks Department, all employees, Directors, Managers, Chief Administrative Officer, Councillors and colleagues.

External Working Relationships

Establishes and maintains regular contact with other government agencies, Provincial Ministries, Insurance providers, other municipalities, and the general public.

Knowledge and Skill

- University degree in public administration, political science, law, business administration or related field, is required, along with 3 years progressive experience in municipal government, preferably in the Clerk's Department and/or municipal supervisory experience.
- Completed, or is working towards, a Certified Municipal Officer [CMO] designation
- Political astuteness, tactfulness and diplomacy.
- Knowledge of municipal government processes and parliamentary procedures.
- Knowledge of general office procedures, including record and information management systems.

- Knowledge of related legislation such as *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Elections Act*, *Accessibility for Ontarians with Disabilities Act*, *Ontario Heritage Act*, *Drainage Act*, *Planning Act*, and *Vital Statistics Act*; and demonstrated judgment and ability to critically assess options within the context of applicable legislation and collective agreements to guide decisions.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability, flexibility and adaptability.
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.
- Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software.
- Demonstrated organizational skills to meet strict and time sensitive deadlines.
- Ability to work with personal information and maintain strict confidentiality.
- Ability to work outside regular business hours as required.
- Valid Ontario Class “G” driver’s license and reliable vehicle for use on corporate business.

Salary

- \$72,366 to \$91,563 [2014] per year, depending on expertise and experience, in accordance with the Town’s salary grid.
- Comprehensive benefits package.
- This is a non-union position and is subject to an Employment Contract.