



JOB DESCRIPTION

Deputy Clerk

REPORTS TO: Chief Administrative Officer (CAO)/Clerk

PURPOSE AND SCOPE: Assists the CAO/Clerk in the administration of the CAO/Clerk's responsibilities in accordance with applicable legislation, policies and protocols and fulfills communications, reception and other duties assigned to achieve the municipality's overall goals, objectives and mandate. This includes assisting the CAO/Clerk in performing the statutory duties of Clerk defined in the Municipal Act and other related legislation such as those related to municipal elections, lotteries/licensing and commissioning of documents.

WORK HOURS: 35 hours per week, 8:30am-4:40pm, Monday to Friday, plus evenings and weekends to attend meetings, etc as stipulated below.

SALARY RANGE: \$53,273 to \$64,815 (2021 rate)

OFFICE LOCATION: Municipal Office, 317 Brock Street West, Merrickville

RESPONSIBILITIES

Perform the day-to-day Deputy Clerk functions and other duties as assigned or required. Assigned duties include but are not limited to:

Council, Committee/Board & Senior Management Support

- Fosters and maintains a positive, supportive work environment that promotes teamwork and collaboration with other staff;
- Assists the CAO/Clerk in the performance the statutory duties of the Clerk under the Municipal Act and other applicable legislation;
- Develops by-laws, Council resolutions, motions/notices of motion and public notices in accordance with legislation;
- Conducts research and drafts reports, memos, policies, procedures, media releases, correspondence and other similar documents;
- Ensures the assignment, tracking and completion of Council decisions/directions;
- Coordinates delegation requests, ensuring that delegates receive appropriate support and guidance;
- Ensures that the Council Chambers are well organized prior to Council meetings with all required audio/video equipment, furnishings and current copies of necessary policies/by-laws;

- Assists with the effective and efficient management of the Council secretariat functions of the Clerk and attends Council and applicable committee meetings as assigned;
- Prepares, posts and distributes Council/Committee/Board agendas and agenda packages, ensuring that stipulated notice of all meetings is provided; and,
- Functions as recording secretary and/or secretary/treasurer, taking minutes at Council, Committee, Board and Senior Management Team meetings.

Administration, Communications & Reception

- Provides a high level of customer service and responsiveness to Council Members, the public and staff.
- Provides general administrative support to the CAO/Clerk helping to ensure that all complaints, compliments and enquiries are addressed effectively and promptly.
- Prepares external communications including responses to the media and public utilizing media releases, the municipal website, email blasts, social media, newsletters, Council highlights, etc.
- Provides occasional cover-off for the Municipal Office Reception desk and associated duties including permit/license issuance, payment processing/transactions, landfill ticket sales, water/tax bill payments, etc.
- May be required to assist Council Members, the CAO/Clerk and senior managers with booking of conferences, training/workshops, accommodations and meetings.

Information/Records Management

- Supports the CAO/Clerk and/or Mayor in the fulfillment of legislative responsibilities through the coordination of requests, responses and the appropriate release or review of municipal records under the Municipal Freedom of Information and Protection of Individual Privacy Act (MFIPPA).
- Maintains confidentiality in accordance with the MFIPPA and applicable policies.
- Assists the CAO/Clerk in the administration and management of records in accordance with The Ontario Municipal Records Management System (TOMRMS) standards, coordinating the digitization/destruction of municipal documents in accordance with policy & legislation, maintaining indexes of records, by-laws, resolutions, correspondence, deliberations and agendas/minutes of Council.
- Searches and researches municipal records to support report creation, responses to enquiries and requests for information.
- Supports the CAO/Clerk and senior staff in fulfilling reporting requirements including responding to questionnaires, surveys, report and information requests from federal, provincial & other related agencies and organizations.
- Regularly reviews the municipality's website to ensure content remains up to date.

Elections

- Assists in the coordination and implementation of Municipal and School Board elections including fulfilling the statutory duties of Deputy Returning Officer as assigned under the Municipal Elections Act.

Financial

- Assists the CAO/Clerk, Treasurer and senior managers in the development, implementation and monitoring of annual budget proposals, helping to ensure that expenditures are within assigned authority and approved limits.
- Supports and/or develops grant applications to other levels of government and external agencies.

Legislation and Licensing

- Coordinates the review and approval of municipal lottery license applications, liquor license applications and other similar licensing applications in accordance with legislation.
- Performs the role of Commissioner in the administering of oaths, declarations and taking of affidavits in accordance with legislation as assigned.
- Reviews municipal procedures, policies, documents and communications tools, etc to assist the CAO/Clerk and Senior Management Team in ensuring compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and other related legislation, submits the annual report to Provincial Ministries as required and supports the coordination of required training to achieve compliance.

Statutory responsibility as Deputy Clerk.

- May be authorized with the ability to bind the corporation.

Emergency Management

- Participates as a member of the Municipal Emergency Management Group (MECG) and Municipal Emergency Control Group (MECG) as assigned.
- Fulfills the duties of Community Emergency Management Coordinator (CEMC) or Alternate as appointed in accordance with the Municipal Emergency Response Plan.
- Assists with annual updates of the Municipal Emergency Response Plan and in coordinating related training including the annual Table Top Training Exercise.

Other

- Comply with provincial and County occupational health and safety legislation, regulations, policies and procedures.
- Participates on staff special project teams and working groups in the development of proposals and special initiatives.
- Attends evening and weekend meetings as required.
- Perform other duties as assigned by the CAO/Clerk.

QUALIFICATIONS

The Deputy Clerk will possess the following:

Education

- Post-secondary degree/diploma in a relevant field of study such as public/business administration, political science, planning or an equivalent combination of education and experience.

- Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO) Municipal Administration Program (MAP) or willingness to complete it.
- A professional designation such as an AMCTO CMO, AMP, AOMC or CMM certification would be an asset.
- Knowledge of municipal by-laws, policies, government administration, Council processes and parliamentary procedures.
- Working Knowledge or significant awareness of municipal administration and organizational alignment.
- Completion of the Basic Emergency Management (BEM) and other Office of the Fire Marshal and Emergency Management (OFMEM) courses appropriate for CEMCs or Alternate CEMCs is an asset.

Experience

- Minimum 3 years work experience involving legislative, administrative and policy interpretation duties, preferably in municipal government.
- Minimum 1 year in the role of Clerk, Deputy Clerk or other similar position demonstrating the ability to work in a political environment and meet deadlines.
- Excellent ability to interpret and apply policies and legislation.
- Knowledge of federal, provincial and related agency statutes, regulations and by-laws as they pertain to Ontario municipalities.
- Strong organizational and analytical skills.
- Social media communications skills is an asset.
- Experience in municipal or school board elections is an asset.

Interpersonal Skills:

- Strong interpersonal, time management and organizational skills.
- Strong ability to communicate effectively in English, both orally and in writing.
- Strong ability to build trust, respect and collaborative relationships with others and to contribute effectively to a cohesive, high-performing team.
- High degree of integrity, honesty and discretion when dealing with sensitive issues and the ability to maintain confidentiality in compliance with legislation.
- Considerable judgment, tact, diplomacy and human relation skills.

Decision-Making & Analytical Skills:

- Strong critical analysis skills and the ability to work with detailed, complex and sensitive information and records.
- The ability to interpret and effectively apply legislation such as the Municipal Act, Planning Act, by-laws and resolutions when resolving problems.

Equipment & Technical Skills:

- Strong skills in the use of the Microsoft Office suite of software including Word, Excel & PowerPoint
- Knowledge of TOMRMS and/or Filehold software is an asset.
- A functional ability to use specialized municipal software related to property, taxation, accounting, GIS, etc is an asset.

WORKING RELATIONSHIPS

Internal: Municipal employees; Municipal Council Members; Committee Members.

External: Members of the public; various municipal, provincial & federal government departments and agencies; local, regional, provincial & federal agencies/groups; professional consultants/advisors; community volunteers/groups.

WORKING CONDITIONS

- Regular office environment.
- Normal work week is 35 hours, 8:30am to 4:30pm, Monday to Friday with additional nights and weekends as required to attend Council and committee meetings, approved courses/training, etc.
- Travel as required for the performance of assigned duties and to attend approved professional development opportunities, meetings with other municipalities/suppliers, etc.

SUPERVISION

- No direct reporting staff.