

NON-UNION JOB DESCRIPTION

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| JOB TITLE | Deputy Clerk |
| DEPARTMENT | Clerk's/Corporate Services Department |

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| JOB ID | TBD | JOB LEVEL | TBD |
| REPORTS TO: Township Clerk | | STD HRS OF WORK: 35 hrs/wk | |

JOB SUMMARY

Responsible for the provision of Council/Committee secretariat services and administrative support for the day-to-day operations of the Clerk's Department, including the supervision of subordinate staff, and providing assistance and backup support to the Clerk. Key duties and responsibilities include preparation of agendas/by-laws/resolutions for Council/Committee meetings, responding to inquiries from Council, staff, residents, businesses and other levels of governments/agencies; attending Council/Committee meetings and taking minutes, following up on items from Council meetings; report writing, assist with the coordination of the municipal elections, acting as Deputy Returning Officer; coordinating Freedom of Information requests, preparing OMB/LLPAT submissions, staff development and supervision; conducting research and drafting policies/ procedures; and performing the statutory duties of the Clerk in her absence.

Under the direction of the CAO, provides comprehensive administrative support, consultation, facilitation and information on a variety of human resources issues. Manage sensitive and confidential issues relating to personnel and employee relations.

EDUCATION

- Degree or diploma in public administration or related field or equivalent combination of education and experience.
- A.M.C.T.O. or C.M.O. designation an asset.

EXPERIENCE

- A minimum 3-5 years of experience within a municipal Clerk's environment.
- Ability to ensure integrity, impartiality and professionalism in the conduct of duties.
- Broad knowledge of municipal administration, Council, Committee and parliamentary procedures, municipal elections, by-laws and licensing, corporate records/information management, contemporary customer service practices, and financial and budgeting knowledge.
- Working knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act and other applicable statutes and regulations as well as Parliamentary Procedures with very well-developed minute taking skills.
- Success in assisting/overseeing municipal elections using automated election technology, as well as business/lottery licensing.
- Organizational awareness and interpersonal skills to effectively handle with tact and discretion day to day interactions with Senior Management, Mayor and Members of Council, Members of the Public, other municipalities, external agencies and other levels of government.

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SUPPLEMENTARY KNOWLEDGE/SKILLS

- Knowledge of municipal by-laws, policies, government administration and Council processes and procedures.
- Understanding of policies and related legislation or initiatives and their significance and potential impact.
- Strong interpersonal, communication, planning, time management and organizational skills including presentation skills and demonstrated ability to anticipate needs of elected and appointed officials.
- Strong computer skills.
- Demonstrated experience creating by-laws and other legal documents
- Experience in leadership and supervision of staff and administration of employment policies and collective agreements
- Demonstrated experience relating to the processing of Freedom of Information requests
- Demonstrated experience relating to Records Management administration
- Demonstrated experience relating to Vital Statistics (Deputy Registrar of Vital Statistics)
- Demonstrated experience relating to administering oaths (Commissioner of Oaths)
- Other duties as assigned

Health & Safety

- Provide leadership in the area of Health & Safety, ensuring that all staff are fully trained and follow all legislated policies and Township guidelines;
- Work safely in accordance with the Occupational Health & Safety Act and related regulations.

General:

- Available to work outside normal business hours.
- Valid Class "G" Ontario Driver's License;
- Ability to attend evening meetings as required;

APPROVED BY:



Chief Administrative Officer

July 4, 2018

Date