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<b>Position:</b>	<b>Manager of Legislative Services/Deputy Clerk</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>Director of Legislative Services/Clerk</b>

### **Purpose:**

Reporting to the Director of Legislative Services/Clerk, the Manager of Legislative Services/Deputy Clerk is responsible for providing support with the performance of the statutory duties of the Clerk, as set out in the *Municipal Act, 2001* and other related legislation. The Manager of Legislative Services/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, Committee and Board services, by-law coordination, communications, accessibility, cemeteries, livestock claims, elections, access to information, licensing and vital statistics. The Manager of Legislative Services/Deputy Clerk also provides leadership to direct reports (Administration staff, Crossing Guards, Livestock Valuer), assess/develop/evaluate departmental human resources, monitor time sheets, assign and track work activities.

### **Duties and Key Responsibilities:**

- In the absence of the Director of Legislative Services/Clerk, assume the duties of the Director of Legislative Services/Clerk;
- Drafts by-laws and resolutions, after conducting all necessary research and analysis in consultation with the Director of Legislative Services/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 management systems; development, creation and maintenance of records management policies and procedure manuals;
- Prepares draft correspondence in response to public inquiries regarding legislation, regulations, policies and proposed policies and initiatives;
- Performs the duties of Deputy Returning Officer for Municipal and School Board elections;
- Prepares agendas and attends meetings to record minutes for Council, Committees and Boards, as required;
- Assists in the administration of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*;
- Acts as Deputy Signing Officer for the Corporation, Deputy Division Registrar of Vital Statistics (marriage/death), Commissioner of Oaths and Affidavits and Licensing Officer;

- Prepares and submits annual current and capital budgets to the Director of Legislative Services/Clerk;
- Works closely with the Chief Building Official and the By-Law Enforcement Officer to ensure compliance with licensing and other municipal by-laws;
- Administrator for iCompass software including training of all staff, troubleshooting and action tracking;
- Oversees municipal cemeteries including certificates, plot sales, interments/storage, CGIS database, transfers, donations, inspections, beautification/benches and completing annual reports;
- Licensing of dogs tags, kennels, canteens, group homes, hawkers/peddlers/events/exhibitions, taxi and transient;
- Processing of livestock claims including reimbursements, completing annual reports, compliance with regulations and Valuer payments;
- Organizes the administration of the Department including the work and discipline of staff and maintenance of records;
- Employs, trains and supervises all School Crossing Guards as well as provide and maintain a supply of safety clothing and equipment to ensure high visibility to motorists;
- Provides assistance to the Director of Legislative Services/Clerk as required in carrying out the duties of the Clerk's Department.

#### **Communication Duties**

- Develops and recommends to the CAO and Director of Legislative Services/Clerk of new/revised policies related to Corporate Communications;
- 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 (including social media) to support corporate communications.

#### **Administrative Duties**

- To assist the Director of Legislative Services/Clerk with duties as assigned.

#### **Supervisory Responsibilities:**

- Provides day-to-day supervision to direct reports (Administration staff, Crossing Guards, Livestock Valuer) which includes assess/develop/evaluate departmental human resources, monitor time sheets, assign and track work activities.
- Close liaison with other municipal officials, municipal solicitors, provincial departments and municipal insurers.

### **Position Qualifications:**

- Diploma or Degree from a recognized community college or university in business or public administration and/or five years of related experience;
- Graduate of Municipal Administration Program;
- Minimum of five years experience in a senior position in municipal administration;
- Thorough knowledge of all phases of the development and an overall understanding of municipal operations;
- Experience in managing staff and budget is required;
- Excellent verbal and written communication skills as well as public relations skills;
- Knowledge of appropriate current software and municipal software packages;
- Superior computer skills with extensive knowledge in Microsoft Office, iCompass and municipal software;
- Thorough knowledge of the *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Vital Statistics*, *The Municipal Elections Act*, *The Planning Act* and other legislation relating to municipal administration;
- Demonstrated tact and discretion in handling confidential matters;
- Demonstrated organizational skills to meet strict and time sensitive deadlines;
- Valid Class 'G' Driver's License in good standing;
- Ability to work outside normal working hours (evenings/weekends) to attend meetings;
- Valid and satisfactory Criminal Background Check.

### **Key Performance Competencies:**

- Must be capable in resolving disputes in a courteous and professional manner;
- Organizational and management skills to prioritize workload and assign tasks to staff;
- Supervisory skills to ensure high levels of service and safety to the public;
- Well developed communication skills capable of dealing with the public, municipal and provincial officials and business professionals.

### **Contacts:**

#### **Internal Working Relationships**

Establishes and maintains working relations with the Clerk's Department, all employees, Directors, Managers, Chief Administrative Officer, Councillors, Mayor and colleagues.

**External Working Relationships**

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