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Position:	Deputy Clerk
Department:	Administration
Reports to:	Director of Legislative Services/Clerk

Purpose:

Reporting to the Director of Legislative Services/Clerk, the 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 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 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 other Municipal departments 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, cemetery software, transfers, donations, inspections, beautification/benches and completing annual reports;
- Licensing pursuant to Municipal By-laws, e.g. dogs tags, kennels, refreshment vehicles, etc.;
- 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;
- 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 and maintaining a range of on-line information services (including website and 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.

Acknowledgement

Employee Signature: _____

Date: _____