



JOB DESCRIPTION

Deputy Clerk

Reports to:	Clerk
Supervises:	Nil
Department:	Corporate Services
Division:	Clerk's

Position Overview:

Reporting to the Clerk, the Deputy Clerk provides support with the performance of the statutory duties of the Clerk as set out in the *Municipal Act* and other related legislation. The Deputy Clerk is responsible for assisting with the day to day operations of the Clerk's Division and carrying out responsibilities in the following functional areas: records management, Council and Committee services, By-law Enforcement; Crossing Guard and Animal Control Services co-ordination, communications, licensing and vital statistics.

A. KEY ROLES AND RESPONSIBILITIES

1. In the absence of the Clerk, the Deputy Clerk acts in the capacity of the Clerk and assumes all duties and responsibilities as prescribed under Section 228(1) of the *Municipal Act*.
2. Maintains thorough knowledge of the Clerk's Division processes and high level understanding of the Corporation's records management system, policies and procedures.
3. 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*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, *Accessibility for Ontarians with Disabilities Act*, *Occupational Health & Safety Act*, *Vital Statistics Act*, and, the *Public Sector and MPP Accountability and Transparency Act*.

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4. Researches and collects various sources of information (ie: legislation, regulations, policies and programs in other jurisdictions, environmental scans) to support policy and program development, and participates in the Division's policy / program projects as assigned.
5. Analyzes and evaluates policy / program information and data in support of the Division's workplan as assigned.
6. Prepares a range of draft analyses, policy / program reports, briefing notes, etc for use by the Senior Management Team.
7. Drafts By-laws and Resolutions, after conducting the necessary research and analysis, in consultation with the Clerk and members of the Senior Management Team, when required.
8. Provides support with administering all records management functions including: the management and administration of Corporate records (digital and paper); development and implementation of Corporate wide content management systems; development, creation and maintenance of records management policies and procedures manuals, and, Corporate policy manuals.
9. Provides support in the co-ordination and establishment of Council / Committee Agendas, draft Minutes of Meetings, and, the preparation of correspondence arising from Council / Committee Meetings dealing with business items.
10. Assists the Clerk in the convening of Municipal elections and by-elections and discharges all applicable duties and responsibilities as established under the *Municipal Elections Act*. The Clerk is designated as the Returning Officer.
11. Assists the Clerk in the maintenance of the vital statistics registration for the Municipality under the direction of the Registrar General's Office. The Clerk is appointed Division Registrar for the Municipality.
12. Administers the Township's Licensing Program.
13. Administers the Township's Lottery Licensing Program.
14. Coordinates and schedules the Crossing Guards.
15. Assists the Clerk in the administration of the dog licensing program and co-ordinates the private sector contractor that delivers the animal control enforcement program.

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16. Assists the Clerk in the administration of the By-law Enforcement program and co-ordination of this service.
17. Is the alternate representative for the Township on the Grand River Accessibility Advisory Committee (GRAAC) and will assist the Clerk in maintaining and co-ordinating the Township's requirements to ensure conformance with the *Accessibility for Ontarians with Disabilities Act*.
18. Assists the Clerk in the fulfilment of the responsibility of the Municipal Freedom of Information Privacy Officer by providing public access to Township records and information and protecting personal privacy in accordance with the statutory requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.
19. Assists the Clerk in the administration and co-ordination of the Township's complaint in-take process and interaction of tasks with the Provincial Ombudsman's Office under the auspices of the *Public Sector and MPP Accountability and Transparency Act, 2014*.
20. Executes documents and affidavits as a Commissioner of Oaths.
21. Contributes to the legal / statutory processes related to the disposition and acquisition of property, road closures, street name changes and similar matters.
22. Assists the Clerk in the administration and co-ordination of the Township's intake process and associated approvals for special events such as parades, exhibitions, filming, temporary street closures and other similar matters.
23. Assists the Clerk in the co-ordination of the day to day management and content on the Township's website account, and, serves as a back-up resource to the Leisure & Community Services Department with respect to the posting of content on the Township's twitter and facebook accounts.
24. Assists the Clerk in the co-ordination of the delivery of external communication in the form of E-Blasts, Media Releases and other similar mediums.
25. Appointed as the Deputy Secretary-Treasurer to the Committee of Adjustment and in the absence of the Clerk, fulfills all duties and responsibilities as outlined under Section 44 of the *Planning Act*.
26. Responds to inquiries from the general public, developers, consultants, businesses, staff and Council members for information on legislative, Council related and other associated Corporate information.

27. Attends Council Public Meetings, Committee Meetings, Council Meetings related meetings, as required.
28. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.
29. Consults with stakeholders, the general public and external agencies and organizations as part of the discharge of duties and tasks.
30. Participates in a support role to the Township's Emergency Control Group in the role delegated in the Emergency Plan.

B. SKILLS AND QUALIFICATIONS

1. University degree in public administration, political science, business administration or related field.
2. Completion of, or willing to complete, the AMCTO Municipal Administration Program or equivalent.
3. Preference for individuals that possess an Accredited Municipal Professional (AMP) or Certified Municipal Officer (CMO) designation and membership with AMCTO.
4. Preference for individuals that have a minimum of 3 years of progressive experience in Municipal government, including direct involvement in the delivery of one (1) election cycle.
5. Demonstration of excellent interpersonal communications, customer service, organizational / time management, analytical, research and report writing skills.
6. Excellent interpersonal, organizational and communication (oral & written) skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with Staff, Council, government agencies, consultants and the public may involve complex and detailed exchanges.
7. Sound judgement, conflict resolution, excellent analytical and decision making skills along with political astuteness, tactfulness and diplomacy are key attributes of the incumbent.
8. Thorough working knowledge of Microsoft Office software

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9. Possession of a valid Drivers' License and access to a personal motor vehicle to conduct Township business.
10. Must be able to work after normal business hours to attend Council / Committee Meetings or when necessary to meet deadlines and/or deal with major Corporate events such as the activation of the Municipality's Emergency Plan.

C. WORKING CONDITIONS

1. The Deputy-Clerk generally works in a comfortable office environment, however, the incumbent will be conducting site visits and as such exposure to outdoor seasonal conditions and varied topography, outdoor settings, etc will be experienced. The position requires a high level of activity and output with frequent year-round deadlines.
2. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position seeking resolution of outstanding matters or enquiries related to activities or actions associated with the Corporation.
3. Deadlines associated with Council / Committee agendas and reports, attendance at Council / Committee meetings, and, the pressure of work demands and multiple priorities from a variety of sources yield results in frequent hours employed outside of regular business hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade 7 [Full-time]

Regular Work Week: Monday to Friday [between 8:30 am to 4:30 pm] for a 35 hour work week.

Prepared & Approved By: _____ Date: _____
Andrew McNeely

Chief Administrative Officer