



#### JOB DESCRIPTION

**POSITION TITLE:** Clerk  
**DEPARTMENT:** Corporate Services  
**DIRECTLY RESPONSIBLE TO:** CAO  
**INDIRECTLY RESPONSIBLE TO:** Council

#### **GENERAL**

Appointed as Municipal Clerk, the Clerk fulfills the statutory duties in accordance with the Municipal Act and other Acts and Regulations and oversees the preparation of Council and Committee of the Whole agendas and the recording of resolutions and by-laws and/or activities held at Committee of the Whole and Council meetings. The Clerk conducts municipal elections in accordance with the Municipal Elections Act and acts as the Municipal Returning Officer, oversees the issuance of various licenses and maintenance of the corporate records and is the Township's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Coordinator.

#### **KEY RESPONSIBILITIES**

1. Carries out all duties of the Municipal Clerk as set out in the Municipal Act, 2001, as amended, and the Township's Procedural By-law, including but not limited to, the establishment and maintenance of systems for the preparation and appropriate distribution of agendas, minutes and by-laws. Coordinates information for meetings of Council, Committee of the Whole and other Public Meetings, including liaising with Department Heads;
2. Ensures that meetings of Council are held in accordance with the Municipal Act and corporate by-laws.
3. As a Statutory Officer, executes legally binding documents along with the Head of Council on behalf of the Corporation. Certifies by signature and seal, copies of Council decisions, by-laws and other documents required for statutory, legal or court purposes.
4. Acts as Registrar under the Vital Statistics Act.
5. Reviews and/or provides guidance on the preparation of all by-laws for Council consideration.

6. Seeks and conveys legal advice to Council when required;
7. Responds to inquiries from the public in relation to matters before Council;
8. Communicates decisions of Council to interested parties;
9. Acts as a resource person to Council, advising on Council procedures and the duties and responsibilities of Council members;
10. Prepares and presents resolutions, by-laws and reports to Council as directed or required;
11. Attends Council and Committee of Whole meetings.
12. Responsible for the issuance of refreshment sales vehicle license permits;
13. Acts as Chief Lottery Licensing Officer responsible for the application and reporting procedures for lottery events; and
14. Provides assistance to the public with matters dealing with the position of the Clerk. Acts as Commissioner of Oaths. Certifies true copies of municipal documents..
15. Establishes and maintains systems for the retention, retrieval and destruction of all documents and records, including confidential records of the Township;
16. Administers the statutory duties of “Head” under the Municipal Freedom of Information and Protection of Privacy Act, including promoting accessibility of public information, receiving requests for information under the Act, authorizing or denying the release of information/records in accordance with the provisions of the Act.
17. Manages Code of Conduct and Closed Meeting Investigation complaints.
18. Coordinates and maintains corporate policies and procedures manual. Coordinates updating of policies and procedures for the corporation, in conjunction with the respective department. Develops policies and procedures related to the responsibilities of the position and assists Council and the CAO in developing Township’s policies and procedures.
19. Responsible for monitoring, reporting of activities pertaining to the Accessibility for Ontarians with Disabilities Act and its regulations. Communicating work required to the CAO for assignment.
20. Oversee the operations of Township managed cemeteries. Maintains cemetery records assists the Treasurer with maintenance of appropriate financial records and reporting as required by legislation.
21. Coordinating the administrative role associated with ‘road closings’ using professional assistance and advice (e.g. Township Solicitor, Surveyor, Engineer), as required.

22. Fulfills the duties of Returning Officer and conducts municipal elections in accordance with the Municipal Elections Act.
23. Responsible for the overall management of the Clerk's Department;
24. Provides strategic oversight and long-term visioning for departmental and corporate objectives in addition to acting as a member of the Township's senior management team.
25. Shall perform the roles and responsibilities of the Clerk under the Line Fences Act.
26. Fulfills the duties of the Clerk under the Liquor License Act.
27. Supervises and directs the activities of the Clerk's Department staff.
28. Responsible for administering service delivery associated with;
  - Animal Control
  - Pound Services
  - By-law enforcement
  - Livestock evaluation
29. Performs a defined role in the Emergency Operation Centre and in accordance with the Emergency Plan.
30. Supervises departmental staff including staff development, performance management/review, coaching/mentoring, health & safety, discipline and termination;
31. Prepares and monitors the departmental budget, including long-term project forecasting for capital works;
32. Ensures Township website information for the Clerk's department is updated and current.
33. Works in conjunction with the CAO to review status of goals, objectives and priorities of the department and Municipality;
34. Performs such other duties as assigned by the Chief Administrative Officer or Council that are associated with the primary responsibilities of the position.

## **POSITION REQUIREMENTS**

### **EDUCATION:**

University Degree in Public Administration, Political Science, Law, Business Administration or a related field, or an equivalent combination of education and experience.

**EXPERIENCE:**

Five (5) years of progressively responsible experience in a municipal Clerk's Department, with two (2) years' experience at a supervisory or management level, or equivalent.

**SKILLS AND COMPETENCIES:**

1. Demonstrated knowledge of local government structure and systems and the relevant issues affecting local government.
2. Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter.
3. Manages staff performing administrative functions. Provides functional advice to all Township staff with regards to Council decisions and provides advice and recommendations to Council, staff and the public regarding legislation, policies and procedures.
4. Ability to work as part of the senior management team to achieve broad corporate goals under the direction of the Chief Administrative Officer. Must have the capacity to work independently within the policies and objectives of the Corporation Department to achieve results. Develops and, once adopted, carries out policies and procedures to attain corporate goals and objectives, referring matters not covered by policy to the Chief Administrative Officer.
5. Ability to mentally focus on detailed legal information requiring a high level of acuity and attention to detail.
6. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township. Regularly works with confidential information concerning Township and client initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss.
7. Strong leadership skills within a municipal setting – acting with tact and discretion as appropriate.
8. Excellent computer skills, including knowledge of agenda and minute preparation software, Microsoft Office software and other related software packages with a strong sense of uses/opportunities for technology in a municipal environment.
9. Excellent verbal and written communication skills to prepare reports, presentations to Council and provide policy advice.
10. Political astuteness, tactfulness and diplomacy.

11. Excellent research, analysis and policy development skills.
12. Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities.
13. Exceptional organizational, planning and time management skills and the ability to balance diverse, changing and conflicting priorities.
14. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.
15. Thorough working knowledge of municipal legislation/regulations including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, and other legislation. Sound judgement and ability to critically assess options within the context of applicable legislation to guide decisions is essential.
16. Thorough working knowledge of municipal operations, Council secretariat functions and rules of procedure for meetings, electoral processes, etc.
17. Maintain a valid and in good standing Class “G” Ontario Driver’s license.

**WORKING CONDITIONS:**

1. This position will be scheduled to work regular full-time hours. Due to workload, overtime may be required from time to time.
2. Attends Council and Committee of the Whole meetings as required.
3. Attends other meetings, such as budget, meetings with outside agencies, or consultants as required.
4. Office environment and some travel within municipality to various locations for meetings and outside municipality (courses, seminars, meetings, special functions).

**PHYSICAL SKILLS & EFFORT:**

Repetitive physical actions: sitting for more than 2 hours at a time, standing and regular movement with choice; use of standard office equipment; light lifting of office materials; moderate visual demands involve reading; exposure to background noise.

**ENVIRONMENTAL DEMANDS:**

The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by staff during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public. The position requires the frequent use of a computer, photocopiers, printers and other like office equipment.

**MENTAL DEMANDS:**

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.