



TOWNSHIP OF / CANTON DE  
**Tiny**

## Position Description

<b>Position Title:</b>	Deputy Clerk	<b>Department</b>	Clerk's
<b>Effective Date:</b>		<b>Revised:</b>	
<b>Reports To:</b>	Director of Legislative Service/Clerk	<b>Status:</b>	<b>Full-time</b>
<b>Direct Reports:</b>		<b>Indirect Reports:</b>	None

### Position Summary / Main Purpose

Reporting to the Clerk, the Deputy Clerk provides support in the performance of the statutory duties of the Clerk and assumes all powers and duties of the Clerk under the Municipal Act or any other Act as necessary and/or in the absence of the Clerk.

### Key Duties and Responsibilities

1. Maintain records of Council minutes, by-laws, agreements, and other corporate documents.
2. Compiles materials for Council and other Committee agenda packages.
3. Assists in drafting by-laws and resolutions in consultation with the Clerk.
4. Prepares and distributes, after approval, reports, minutes, resolutions, by-laws, agendas etc.
5. Assists in the preparation of confidential documentation.
6. Fulfills the duties of Clerk at Council and Committee meetings as required and in the absence of the Clerk.
7. Prepares correspondence, reports, by-laws; proofread documents, editing as required.
8. Provides telephone support to the Clerk's Department to independently handle calls and address public inquiries.
9. Staff resource to committee/boards as assigned, i.e. Accessibility Advisory Committee.
10. Assists with all aspects of records management and retention.
11. Processes requests pursuant to the Municipal Freedom of Information and Protection of Privacy Act.
12. Responsible for applications received under the Line Fences Act.
13. Commissioner of Oaths
14. Assists in all aspects of conducting municipal elections as the Deputy Returning Officer.
15. Assists with developing new procedures and solutions to promote efficiency and effectiveness within the Department.
16. Acts as Accessibility Co-ordinator for Accessibility Program under the Accessibility for Ontarians Disabilities Act.
17. Co-ordinates with management staff to ensure all required policies, procedures and practices are in place in accordance with AODA legislation.
18. Develops and maintains accessibility policies, procedures and practices and maintains the Multi-Year Accessibility Plan.
19. Acts as an alternative Emergency Information Officer and plays an active role in emergency communications as part of the Municipal Emergency Control Group.

### Administration

1. Prepares the Committee of the Whole and Regular Council meeting agendas as follows:



- a. Assembles and summarizes correspondence and reports for agendas.
  - b. Prepares recommendations, resolutions for approval.
  - c. Schedules delegations and third party presentations.
  - d. Advises prospective delegations and third party presenters of Council requirements and procedures.
  - e. Conducts break down of ratified council materials for department dissemination.
  - f. Composes necessary correspondence in follow-up to Council meetings for signature.
2. Fulfills the duties of Clerk at Council and Committee meetings as required and in the absence of the Clerk.
  3. Assists in all phases of Municipal Elections and in the municipal responsibilities of a provincial election as the Deputy Returning Officer.
  4. Deputy Issuer of marriage licenses - receives and scrutinizes applications and prepares licenses. Deputy Division Registrar for the registration of births and deaths.
  5. Coordinates the activities of the Township's Marriage Commissioner, ensuring that fees for service are received and quarterly payments to the Marriage Commissioner are made.

Required to work in compliance with the Occupational Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

### Working Relationships

#### Inside the Corporation:

Develops and maintains positive working relationships with the Mayor and Council, Chief Administrative Officer, the Senior Management Team and all operating departments.

#### Outside the Corporation:

- General public/customers
- Neighbouring municipalities
- External agencies such as the County of Simcoe, consultants, legal firms.
- Other levels of government.

### Education / Experience / Skills Training

1. Post-Secondary Education in Public Administration, Political Science, Law, Business Administration, with a minimum of five years' experience in a municipal Clerk's Department or a suitable combination of education and experience.
2. Designation as an AMCT or CMO, or an ability to obtain the designation within a specified timeframe.
3. Thorough knowledge of the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, *Vital Statistic Act* and other legislation applicable to municipalities.



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4. Political astuteness, tactfulness and diplomacy, with knowledge of municipal government processes and parliamentary procedures.
5. Must possess excellent computer skills and a thorough working knowledge of Microsoft Windows and Office applications.
6. Knowledge of social media applications an asset.
7. Demonstrated organizational skills to meet strict and time sensitive deadlines.
8. Ability to work with personal information and maintain strict confidentiality.
9. Ability to work outside regular business hours as required.

### Outcomes of Error

- Work is subject to check or review by the supervisor on completion or while in progress and the employee is directly responsible for the consequence of error up to the point of check or review.
- Outcome of errors could lead to embarrassment for the Township and Council and loss of goodwill, the release of confidential information could lead to potential litigation.

### Physical and Mental Demands

#### Physical Environment:

- Job is performed inside, in relatively comfortable surroundings.
- Work area, in a cubicle setting, can be noisy due to the close proximity of other workstations and the active use of surrounding office equipment, impacting ability to concentrate at times.
- Little exposure to material hazards.

#### Physical Effort:

- Sitting for long periods during attendance at Council meetings.
- Walking, standing, reaching.
- Minimal requirement of job to lift, push or pull objects of weight.

#### Sensory Demands:

- Moderate periods of visual and aural concentration is required throughout the day

#### Mental Demand (Stress):

- Job requires meeting various deadlines while juggling tasks and priorities with frequent interruptions.
- Frequently dealing with disgruntled customers.

### Working Conditions

- Regular working hours of 9 a.m. to 4:30 p.m. with occasional evening work due to required attendance at committee meetings or special events and occasional weekend events



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- Consistently working to deadlines.
- Exposed to difficult or demanding members of the public.
- Some out of town travel may be required to attend related training courses/seminars.

### Confidentiality

- Assists with matters confidential in nature (i.e. personnel, legal matters, in-camera reports).
- Access to information, that if disclosed would be detrimental to the organization.

### Health and Safety

- Required to work in compliance with the Occupational Health and Safety Act and regulations and all related Township policies and procedures.

### Review

**Supervisor:** Director of Legislative Services/Clerk

**Date:**