

JOB DESCRIPTION

January 2016 (draft)

This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.

Job Title: Deputy Clerk

Report to Title: CAO Clerk

POSITION DETAILS

Position status: Full time

Department: Administration

Pay method (Salary or Hourly): Hourly

Group Benefits: Yes

Normal workweek: 35 Hour work week

Overtime: Paid after 35 hours
Rate of time and one half

On Call: Available as needed for emergency purposes

Town of Minto Values/Vision/Mission Statement

Vision

A friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism, and prosperous business, and sustained by people who value neighbourliness, fairness and inclusiveness.

Mission

Provide cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

A – RESPONSIBILITIES (includes accountabilities)

To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.

1) Scope of Position

- Providing administrative, professional and statutory support to the C.A.O. Clerk. (Acts in capacity of Clerk as may be needed from time to time).
- Assists/prepares reports/By-Laws, Council agendas/minutes, resolutions, municipal elections coordination.
- Responsible for records management.
- Assist Council members.
- Day to Day supervision of Administrative Assistant.

2) Key Responsibilities

- Under the direction of the C.A.O. Clerk, (hereinafter referred to as Clerk) assume all the Clerk's statutory duties as may be needed from time to time, and ensure the continued efficient operation of the Clerk's Department.
- Attend meetings of Municipal Council, and provide support services as required by the C.A.O. Clerk. Shall administer and/or assist with administering decisions and policies of Council.
- Prepares agendas, electronic agendas. Prepare resolutions, By-Laws, and provide any background research on various topics for Council whether provided in a report or verbally as per the agenda, and secures final approval of same from the C.A.O. Clerk or Department Head if needed where available.
- Under the direction of the C.A.O. Clerk and or independently as needed prepare and administer the minutes, by-laws and any other instrument of Council with the preparation of all relevant documentation and correspondence for Council and Committees.
- Knowledgeable of and respond to inquiries on general municipal by-laws, policies, and general information inquiries on a variety of subjects.
- Provide support services to Clerk function including by-laws, by-law consolidations, and ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Responsible for all Statutory duties of the Clerk as delegated from time to time shall include but not be limited to: The Marriage Act, The Cemeteries Act; Line Fences Act; Pounds Act; Tile Drainage Act; Municipal Drain; Conflict of Interest Act, Livestock evaluations, Deeds/Agreements and other legal documents
- Provide day to day direction/supervision to the Administrative Assistant and recommend to the C.A.O. Clerk, staff training and development opportunities.
- Supervise and direct the work of others in the absence of the Clerk, of any part time or student positions assigned to the Clerks Department.
- Act as the Deputy Returning Officer for Municipal elections carrying out the duties as outlined in the Municipal Elections Act.
- Provide customer service, assist with various customer queries and issues.
- Take all Council minutes for regular, closed and special meetings. Prepare follow-up list of items and follow through on various resolutions for Council through e-mail, letters or continuing research for further Council meetings.
- Update Town website management for the Clerks Department.
- Responsible for all aspects of records management, including retention; all files in various formats-paper, electronic etc.
- Coordinate Tenders, RFPs and RFQs in conjunction with Departments.
- Coordinate Council Training, Conferences etc.

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- Involved in hiring process of some positions, guidance, support and some supervision of staff members.
- Emergency Measures member- Scribe, Duty Clerk and Notification

2A Operations and Program Delivery

- Taking of Council Meeting Minutes.
- Taking of Committee Meeting Minutes as required
- Election

2B Human Resources

- Directly supervise 1 employee.
- Does not indirectly supervise employees.
- Provides input for HR strategies.

2C Material Resources

- Records management/paper filing system and online filing system.
- Assist C.A.O. Clerk.

2D Information Resources

- Closed Council meeting minutes, reports, and litigation matters.
- Ensure an effective system of records management and retrieval is followed for both paper and electronic form

2E Spending, Budgets and Internal Control

- Follows Township Purchasing policy
- Spending limit \$2,000.

2F Health & Safety

- Everyone at the Towns of Minto has a responsibility to work in a healthy and safe manner and to follow all Town Health and Safety Guidelines (policies and procedures)
- Secretary for the Joint Health and Safety Committee

2G Other

- Other duties as assigned.

3) Key Relationships To Be Managed*External*

- General public inquires - verbal, face to face, and letters. (Daily)
- Other municipalities - emails, letters, phone calls, sample by-laws etc.
- Outside agencies, conservation authorities, County Planners, County Public Works - email, letters, phone calls, etc.
- Professional Services – consultants and lawyers to ensure processes are completed in a cost effective, efficient and appropriate fashion –emails, letters, phone calls

Internal

- C.A.O. Clerk - important for information to be shared.
- Mayor/Council - important - can affect staff and general public relationships.

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- Interaction with C.A.O. Clerk - in person and emails. This is important as Clerk's department is the first line of communication with Council. (Daily)
- Department Heads

Public Relations

- Must act as an ambassador for the Town.
- Responsibilities for public relations as directed by the C.A.O. Clerk and/or Council.

4) Creativity

- Job requires initiative and innovation.
- Assist C.A.O. Clerk and work alone.
- Assist with some staff development.

5) Autonomy

- Work independently and with other staff on a daily basis.
- High amount of personal control as to scheduling of workload and reporting the status of workload to C.A.O. Clerk.

B – QUALIFICATIONS

The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may have not possess the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.

1) Formal Education and Training**Diploma/degree/certificate**

- MAP (Municipal Administration Program) - AMCTO Certification
- Community College Diploma/University Degree (Public Administration/Governance)

Professional designation/certification

- AMCTO and/or CMO designation

License

- Class G Drivers License

Other systematic formal instruction

- Health & Safety Training/Certification from WSIB/WHIMIS
- AMCTO Conference/Seminars
- Leadership Training
- Association of Municipalities of Ontario Seminars
- Municipal Freedom of Information & Protection of Privacy Act
- Town Emergency Control Group

2) Ongoing Personal Development

- Membership to AMCTO
- AMO

3) Work Experience

- Minimum 5 years related municipal experience

4) Decision Making Authority and Judgment Skills

- Position is under the direction of the C.A.O. Clerk as needed with freedom to act in absence where appropriate and necessary
- Assist C.A.O. Clerk on research for various policies and procedures.
- Input/research into various Town programs.
- Act in capacity of Clerk in their absence.
- Dealing with more agencies, lawyers, other municipalities in Clerk's absence.
- Provide input and recommendations to Council based on research and judgment.

5) Problem Solving Skills

- Research on grants, funding, and other items and information required by Council requests.

6) Interpersonal and Communications Skills

- Positive Attitude
- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Conflict resolution
- Develops trust with all stakeholders
- Speaks truthfully
- Listens

7) Leadership skills

- Understand business
- Shows initiative
- Motivates and inspires staff
- Demonstrates integrity and honesty
- Shows flexibility
- Commands respect

8) Personal Organization and Time Management Skills

- Ability to multi task
- Independently sets goals, objectives and priorities
- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Handle fast pace and many interruptions
- Quick learner
- Delegates

9) Other Required Skills (practiced ability) not already listed above

- Computer equipment
- Reasoning
- Critical thinking
- Analysis
- Customer service
- Manage people
- Various other technical

10) Required Knowledge (familiarity gained through experience) not already listed above

- Requires a high degree of knowledge.

C – EFFORT & WORKING CONDITIONS**1) Physical Effort and Environment**

- The physical effort required is moderate with manual dexterity and familiarity with basic office equipment being required.
- The physical working conditions are generally pleasant although eye strain is produced through concentrated work with computer screens and fine-print documents.

2) Mental Effort and Environment

- High mental attention and concentration required high stress environment.
- Meeting deadlines and avoiding errors.
- The mental effort required is high as the position requires dealing with all levels of staff, council, the public, various government Ministries.
- The mental working conditions require excellent organizational skills and the ability to prioritize in order to accomplish the necessary tasks and objectives.

D – KEY PERFORMANCE MEASURES

- Completion of Council minutes by the Friday following the meeting.
- Circulation of Council decisions to all affected department heads by the Friday following the meeting
- Submission of council report by noon on the Wednesday prior to Council meeting
- Respond to inquiries within 2 business days
- Council agendas to be sent by the close of business on the Friday prior to the Council meeting.
- Approved minutes to be posted within one business day of council approval

E – SIGN OFF

Job description reviewed by Deputy Clerk

Deputy Clerk

Date: _____

Supervisor: _____

C.A.O. Clerk