



## CLERK JOB DESCRIPTION

Updated November 2022

**Position Title** Clerk

**Report to Title** CAO

### **Position Details**

Position status: Full time

Location: Municipal Office

Pay method (Salary or Hourly): Salary

Group Benefits: Yes

Normal workweek: 35 Hour work week

Overtime: No

On Call: Yes

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### **Municipality of Central Huron Values/Vision/Mission Statement**

Municipality of Central Huron is a dynamic, healthy, safe and prosperous community for people of all ages to live, work and play.”

The Municipality of Central Huron Council and Staff will provide for a safe and sustainable community through excellence in the delivery of municipal services and strong innovative leadership.”

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### **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**

- Responsible for managing the daily administration of the Clerk’s Department. Providing overall leadership and supervision of direct reports and outside contractors this position entails a wide variety of functions including the Building and Planning Department, Committee of Adjustment, Cemetery Administration, Community Improvement, Bylaw Enforcement, Animal Control, Municipal Drainage, Heritage Designation, the execution of the statutory duties of Registrar, Official Signatory, Elections Officer, Licensing Officer, Marriage Commissioner, and other advisory duties in accordance with the Municipal Act and various other Acts and legislation. Responsible to provide corporate administrative and secretariat services to Council and other boards and committees as required, Corporate Records Management, Accessibility Act, Municipal Freedom of Information and Protection or Personal Privacy Act compliance.

## 2) Key Responsibilities

### • **Operations & Program Delivery**

#### ○ **Council/Committee Secretariat**

- Perform the Council Secretariat functions which includes meeting scheduling, and the preparation and distribution of agendas and materials for Council/Committee/Board and public hearings; bylaw preparation; distribution of all supporting material and minutes, decisions, instructions and resolution of Council to appropriate parties within and external to the Corporation; Provide policy and procedure advice. Communicate or directs the communication of Council's decision to appropriate parties subsequent to meetings. Organize special events of Council.
- Includes Property Standards Committee, Planning Advisory, Committee of Adjustment
- Organize special events, Ribbon cuttings, recognition ceremonies, conference /travel arrangements etc.

#### ○ **Statutory Duties-**

- Undertake the duties as defined in Section 228 of the Municipal Act, 2001 as well as all other duties required within the said Act, its regulations and all other Statutes and Regulations and duties required under other Acts,
- Commissioner of Oaths, signatures, verification/certification of documents

#### ○ **General Government, Vital Statistics and OLG Licensing, MFIPPA, Accessibility**

- Provide technical advice to Municipal staff, Council, Board members re: Council and public meeting protocols, procedures and rules of order, explanation and interpretation of Municipal bylaws, decision precedents and legislative requirements.
- Division Registrar: Vital statistic death and Marriage registration, issuance of burial permits inquiries for birth and death registration
- Licencing Officer: Lottery licencing, vendor permits, campgrounds, etc.
- Marriage Commissioner: issue marriage licences, commission marriages
- Participate as a member of the Emergency Control Group
- Ensure requirements are met under the Accessibility Act and ensure compliance with current legislation
- Heritage designations: Handle heritage inquiries, maintain heritage register, Carry out designations of heritage property.
- Administers municipal drainage program
- Responds to inquiries from and/or liaises with the general public, internal other government agencies, residents, legal counsel, elected officials, electoral candidates, etc. on local Government and legal matters, Council proceedings and resolutions, notification processes and information Requests.
- Implement the Donation and Façade Improvement Grants.

#### ○ **Manage external contracts**

- Drainage Superintendent: maintain municipal drain administration, drainage petitions etc.
- Bylaw Enforcement and Property Standards Officer: Secretary of Property Standards Committee, Oversee bylaw enforcement issues, public inquiries and complaints.
- Animal Control Officer: Provide guidance and approvals for Animal control situations.
- Livestock Valuer: oversee and approve documentation for ministry approvals, wildlife kills
- Oversee the running of the Tourist Information Booth

#### ○ **Corporate Records Management/Heritage**

- Oversee the Municipality's records management program for the retention and destruction of municipal records. Promote the value of municipal records and heritage and their benefits to all municipal services and functions.

#### ○ **Public Relations**

- Responds to inquiries from and/or liaises with the general public, internal other government agencies, residents, legal counsel, elected officials, electoral candidates, etc. on local Government and legal matters, Council proceedings and resolutions, notification processes and information Requests.
- Oversee advertising for the municipality. Website, Facebook.

- **Electoral Officer (Elections)**
  - During election year this is about 50%. Direct, lead and oversee the Municipal and two school board elections process pursuant to the Municipal Elections Act, including developing policies and procedures to govern the election process, provide advice and guidance to Candidates, oversee recruitment and training of election officials, certifying and publishing election results, and holding the inauguration of new Councillors.
  - Continually update electronic voters list through Datafix Voterview.
- **Human Resources (HR)**
  - Directly supervise 3 full-time and 3 part-time (contract) employees
  - Indirectly supervise 2 full-time employees and two part-time seasonal
  - Prepare and circulate job postings (internal and external)
- **Material Resources**
  - Electronic Agendas- icompass program, Data Fix/voterview, Tomrms
  - Extensive knowledge of various acts: Municipal Act, Planning Act, Drainage Act, etc.
  - Cemetery Records
- **Information Resources**
  - Responsible for all Corporate Records, electronic and paper – current and historical archives. Bylaws, minutes agreements, contracts, etc. Follow the guidelines as set out in the Records Retention Policy and Procedure.
  - Municipal Act, Planning Act, Freedom of Information.
  - Maintain Policy and Procedures manual.
- **Spending, Budgets & Internal Control**
  - Purchasing decisions- general office supplies and equipment, supplies/catering for meetings
  - Budgets- Clerks Dept., Building Dept., Animal Control, Advertising, Façade and Donation Funds
  - Internal Control- Approved budgeted expenses
- **Health & Safety**
  - To ensure operations are conducted in a safe and healthy manner in order to prevent injury or illness to workers.
- **Other “other duties as assigned”**
  - Other duties may be required as assigned
  - Attendance at after hour or evening meetings

### **3) Key Relationships to be managed**

#### ***External***

- Public and Community
- Drainage Engineers, OMAFRA – weekly, phone, emails, very important to keep drainage projects on time. Interact with ministry regarding grants, tribunals, etc.
- Ministry of Municipal Affairs –SW branch – weekly to monthly emails or phone, -very important to keep lines of communication open, various inquiries etc.
- Municipal Solicitor – as needed for ongoing issues – phone or email- very important to ensure process if followed correctly, bylaws, land purchases, agreements etc.
- MP Ben Lobb’s office or MPP Lisa Thompsons office – monthly? Ongoing events, press release, appearances etc. – develop and maintain a contact network
- Neighbouring municipalities – networking, shared services and programs (bylaw enforcement etc)

#### ***Internal***

- Council and CAO and SMT
- Bylaw Enforcement Officer- weekly, in person, emails- important
- Animal Control Officer- daily to weekly in person, phone- important
- Drainage Superintendent- weekly as needed – emails- important
- SMT – ongoing day to day operations – daily, in person, emails- important

## ***Public Relations***

- responsible for advertising for the municipality, public inquiries, media releases, liaison with various ministries i.e. OLG, MMAH, OMAFRA etc
- promotion of services, website management

## **4) Creativity**

- Research to provide effective and informative reports and recommendations to Council.
- Records Retention, Tomrms,
- Electronic agenda package icompass/civicweb,
- Keystone cemetery, licencing,
- Alternative election process – Datafix

## **5) Autonomy**

- Although work independently must work together with CAO, SMT and staff as a team to provide for the implementation of the municipal services.

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## **B – QUALIFICATIONS**

### **1) Formal Education and Training**

#### **Diploma/degree/certificate**

- Post Secondary degree or diploma in Public Administration, Political Science or related discipline
- AMCTO MAP Program and CMO (certificate) considered beneficial
- OMAFRA Drainage Course - certificate considered beneficial

## **Professional designation/certification**

- AMCT – MAP, AMP, CMO, Executive Diploma in Municipal Management
- AMCT Parliamentary Procedure, Primary on Planning
- OMAFRA Drainage Course

## **License**

- Driver's License an asset

## **Other systematic formal instruction**

- Icompass, Keystone
- WHMIS
- Excel
- Microsoft Word
- TOMRMS
- Datafix Municipal Voterview
- Webinars
- MPAC Municipal connect

## **2) Ongoing Personal Development**

- Continually keep current and upgraded on new legislation
- Attend workshops, courses, training that is offered through Municipal Affairs, OMAF and various ministries, AMO and the AMCTO.

## **3) Work Experience**

- 5 years experience in Municipal Administration
- 2 years experience in a Supervisory role.

## **4) Decision Making Authority and Judgment Skills**

- Direction and leadership of staff
- Preparation of bylaws, correspondence, agendas etc.
- Direct, lead and oversee the municipal election process pursuant to the Elections Act, including developing policy and procedures to govern the process.

## **5) Problem Solving Skills**

- Ratepayer complaints – Research the concern and refer to appropriate Department for further input. Report back to the Ratepayer with viable solution or explanation
- Carry out Council Decisions

## **6) Interpersonal and Communications Skills**

- Good written and oral communication skills are important to effectively achieve goals, policies and procedures to provide the services of the municipality
- Positive Attitude
- Sustains Relationships and cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Conflict resolution
- Develops trust with all stakeholders
- Speaks truthfully
- Excellent Listening skills

## **7) Leadership skills**

- Assertively presents goals, strategies, vision and tactics
- Persuasively sells ideas, gains support and buy-in
- Provides direction, sets standards and defines expectations
- Understand business
- Shows initiative (self starter)
- Motivates & Inspires staff
- Demonstrates integrity & honesty
- Shows flexibility
- Commands respect

## **8) Personal Organization and Time Management Skills**

- This position requires above average organization & 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 & many interruptions
  - Quick learner
  - Delegates

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

- Motor (dexterity)
- Language
- Project management
- Reasoning
- Critical thinking
- Analysis
- Customer service
- Change management
- Manage people
- Planning
- Writing policies
- Various other technical

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

- Knowledge of Municipal Act
- Knowledge of Planning Act, Official Plans, Consents, Minor Variances, Zoning Bylaw
- Microsoft Office, Excel, Word, Power Point

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## **C – EFFORT & WORKING CONDITIONS**

### **1) Physical Effort and Environment**

- Keyboarding- high severity, continuous, hours of time
- Computer screen- eye strain- high severity, continuous, hours of time
- Poor air quality/circulation (A/C and heating system. No open windows)- high severity, continuous, hours of time

### **2) Mental Effort and Environment**

- Meeting high demands and deadlines- shifting priorities- overtime
- Deal with dissatisfied and irate customers, staff, etc.
- Council meetings- conflict
- Interruptions/calls, emails, etc.- instant response

## **D – KEY PERFORMANCE MEASURES**

- Meeting all deadlines for projects/tasks done on time
- Ensuring the organization works within the annual budget
- Providing Council with timely accurate information allowing them to make proper decisions
- Managing and developing staff
- Provide professional customer service, treating all information in a confidential manner
- Maintain collaborative, effective working relationships