



DEPUTY CLERK JOB DESCRIPTION

Updated May 2019

Position Title Deputy Clerk

Report to Title Clerk

Position Details

Position status: Full time, 35 hour work week
Location: Municipal Office
Pay method (Salary or Hourly): Salary
Group Benefits: Yes
Overtime: (evening meetings)
On Call: Yes (for Emergency Management purposes)

Municipality of Central Huron Values/Vision/Mission Statement

The 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.”

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 supervising the daily administration of the Clerk’s Department. The Deputy Clerk will work with the Clerk to ensure that all functions required by the Statutes of Ontario, or directed by Council are carried out and to act in place and stead of the Clerk in their absence with regard to issues related to this department.
- This position entails a wide variety of functions including the execution of the statutory duties of Deputy Division Registrar, Official Signatory, Elections Officer, Deputy Licensing Officer, Deputy Marriage Commissioner and Officiant, and other advisory duties in accordance with the Municipal Act and various other Acts and legislation. A Senior Management position, the Deputy Clerk supervises the Clerk’s Department including the Planning Department, Community Improvement, Committee of Adjustment, Cemetery Administration, Bylaw Enforcement, Animal Control, Municipal Drainage, Accessibility and Heritage Designation. Provide corporate administrative and secretariat services to Council, CAO and other boards and committees as required, Corporate Records Management, and (MFIPPA) Municipal Freedom of Information and Protection or Personal Privacy Act compliance.

2) Key Responsibilities

- **Operations & Program Delivery**
 - **Council/Committee Secretariat**
 - Attend Council Meetings, record and scribe minutes. Assist Clerk in the preparation of agendas and required background information, bylaws and reports for Council. Provide policy and procedure advice. Communicate or directs the communication of Council's decision to appropriate parties subsequent to meetings. Includes Property Standards Committee, Planning Advisory, Committee of Adjustment
 - Organize special events, conference /travel arrangements etc.
 - **Statutory Duties**
 - Under the supervision and as delegated by the Clerk, undertake specifically 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 documentation
 - **General Government, Vital Statistics and OLG Licensing, MFIPPA**
 - Deputy Division Registrar: Vital statistic death and Marriage registration, inquiries for birth and death registration, issue burial permits
 - Deputy Licensing Officer: Lottery licensing, vendor permits, campgrounds, etc.
 - Marriage Commissioner: issue marriage licenses, commission civil marriages
 - Ensure the Municipality's official records and documentation are recorded, maintained and forwarded to the appropriate ministries/agencies. Handle Freedom of Information Requests/report
 - Sit as Central Huron representative on the Huron County Accessibility Working Group provide direction/policy/training to Council and staff. Ensure compliance with current legislation
 - Supervise the Municipality's records management program for the retention and destruction of municipal records.
 - Heritage designations: Handle heritage inquiries, maintain heritage register, Carry out designations of heritage property.
 - Administers municipal drainage program
 - Participate in Emergency Control Group as scribe and Alternate to the Clerk
 - 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.
 - Assist with the coordination and execution of the Municipal Election in accordance with the Municipal Elections Act. Oversee update electronic voters list through Datafix Voterview.
 - **External contracts**
 - Drainage Superintendent: maintain municipal drain administration, drainage petitions etc.
 - Bylaw Enforcement and Property Standards Officer: Oversee bylaw enforcement issues, public inquiries and complaints.
 - Animal Control Officer: Provide guidance and approvals for Animal control situations.
 - Fence Viewers / Livestock Valuer: oversee and approve documentation for ministry approvals, wildlife kills
- **Human Resources (HR)**
 - Directly supervise 2 full time and 2 seasonal part-time employees (tourist booth)
 - Indirectly supervise 2 full-time and 3 part-time (contract employees)
- **Material Resources**
 - Electronic Agendas- icompass program, Data Fix/voterview, Tomrms
 - Extensive knowledge of various acts: Municipal Act, Planning Act, Drainage Act, MFFIPA, 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, Accessibility Act, Drainage Act,
- Maintain Policy and Procedures manual.
- **Spending, Budgets & Internal Control**
 - Purchasing decisions- general office supplies and equipment, supplies/catering for meetings
 - Budgets- Assist Clerk in the preparations of annual budgets for the Clerks Dept., General Government, Building Dept., Animal Control, Community Improvement, Advertising, Façade and Donation Funds.
- **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

- Establishes and maintains regular contact with other government agencies, Provincials Ministries, municipal solicitor, other municipalities and the general public.

Internal

- Establishes and maintains working relations with others in the Clerks Department, Chief Administrative Officer, Council, Senior Management Team and municipal staff.
- 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, civic web
- Keystone cemetery,
- Alternative election process – Datafix, MPAC

5) **Autonomy**

- Although work independently must work with the Clerk on day to day operations of the Clerk’s Department. Also work together with CAO, SMT and staff as a team to provide for the implementation of the municipal services.

B – QUALIFICATIONS

1) **Formal Education and Training**

Diploma/degree/certificate

- Post Secondary education –Public Administration/Political Science degree
- AMCT MAP Program and CMO (certificate)

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
- 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

- 3-5 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.
- 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) 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

8) 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, Outlook, 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
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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