



TOWNSHIP OF CENTRAL FRONTENAC

JOB DESCRIPTION – MARCH 2018

POSITION: DEPUTY CLERK
DEPARTMENT: ADMINISTRATION
REPORTS TO: CLERK ADMINISTRATOR

GENERAL PURPOSE

Under the general direction of the Clerk Administrator the incumbent is responsible for a variety of clerical duties and preparing reports including confidential support. The incumbent must work with detailed and highly complex and sensitive materials on a regular basis.

SPECIFIC ACCOUNTABILITY:

This position requires the incumbent to ensure the timely preparation, distribution and maintenance of documents in accordance with established procedures. In the absence of the Clerk Administrator will provide the Clerk function in accordance with the Municipal Act. To remain current in all Federal, Provincial and Municipal legislation, regulation and policy changes that affect the Township.

SPECIFIC DUTIES INCLUDE:

- Assist with the preparation and distribution of agendas, by-laws and background information on all related correspondence to Clerk Administrator, Council and managers prior to meetings.
- Attend all Council meetings and accurately recording any resolutions, decisions and other proceedings of Council including meeting follow-up.
- Attend committee meetings when required and recording minutes when needed.
- Required to attend training sessions as deemed necessary by the legislation or the Clerk Administrator.
- Perform the statutory duties of the Municipal Clerk in the absence of the Clerk Administrator.
- Ability to work in a fast paced environment and to work independently.
- Excellent organizational skills with the ability to multi-task.
- Strong written and verbal communication skills an asset.
- Monitor, review and communicate legislation and regulations affecting the municipality.
- Assist with the development and implementation of policies and procedures.
- Support the maintenance and safe-keeping of all official records and documents by ensuring that the Records Management/Record Retention by-law is adhered to.
- Exercise statutory powers and duties under the Municipal Freedom of Information and Protection of Privacy Act by ensuring the confidentiality of all information and overseeing requests.

- Act as Commissioner of Oaths and Affidavits, Marriage Licence Issuer.
- Serve as a Deputy Registrar.
- Assist with planning and conducting municipal election.
- Assist with the preparation and process road allowance closing requests, including site inspections as needed and resulting reports to Council.
- Assist with the preparation and process of zoning by-law amendments, official
- Adhere to all municipal policies and procedures.
- Performs other duties as may be assigned.

MENTAL AND PHYSICAL EFFORT:

- The ability to thoroughly and accurately proof read a variety of written materials.
- The ability to engage in focused listening.
- The ability to arrange and organize work schedules.
- The ability to work under constant deadlines and handle the stress inherent to this.
- In terms of physical demand, the job requires extended periods of walking, standing and sitting.
- The ability to maintain cordial work relationships with staff, elected officials and the public.

WORKING CONDITIONS:

- The ability to work in a climate controlled office environment.
- The ability to work under deadlines and deal with the moderate levels of stress that may be inherent to this.
- The ability to operate standard office equipment.
- Required to attend meetings outside of normal office hours.

EDUCATION, BACKGROUND AND EXPERIENCE REQUIRED:

- Post-secondary degree/diploma in Public or Business Administration or a related discipline; or an equivalent combination of education and experience.
- An AMCT/CMO designation or willingness to obtain.
- 3 years' municipal experience in a Clerk's office setting would be an asset.
- Thorough understanding of the workings of municipal government with the ability to interpret policies and regulations.
- Knowledge of computer systems and programs in common municipal use.
- Excellent written and oral communication skills.
- Proven time management skills
- The ability to make logical decisions in accordance with established policies and procedures.