

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Deputy Clerk

Reports To: Chief Administrative Officer/Clerk

Revised: April 2023

POSITION SUMMARY

Provides support in the performance of the statutory duties of the Clerk and assumes all of the powers and duties of the Clerk under the *Municipal Act, 2001* or any other provincial legislation as necessary and/or in the absence of the Clerk.

CORE COMPETENCIES

Policy Formulation, Service Delivery, Government Relations and Citizen Engagement, Financial Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description reflects the key duties, responsibilities and requirements of the position.

Chief Administrative Officer/Clerk

Date

TAY VALLEY TOWNSHIP

Position Description: Administration – Deputy Clerk – Full Time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

1. Performs the statutory duties of the Clerk under the Municipal Act and other provincial legislation, as required and in the absence of the Clerk.
2. Ensures that meetings of Council are held in accordance with the Municipal Act and corporate by-laws.
3. Coordinates information for and after meetings of Council, Committees and other Public meetings, including liaising with Department Heads. Prepares agendas and minutes for the CAO/Clerk's review and approval.
4. Certifies by signature and seal, copies of Council decisions, by-laws and other documents required for statutory, legal or court purposes, as required and in the absence of the Clerk.
5. Assists with the preparation of reports, recommendations and by-laws and attends Council, Committee and Public Meetings. Makes presentations and provides advice/guidance on municipal legislation, by-laws, rules of procedure for meetings, corporate agreements, etc.
6. Assists with the coordination of all media releases, advertising, communications and publications for the Corporation.
7. Maintains electronic and hard copy office records in accordance with the Township's records management system.
8. Provides support to the "Head" under the Municipal Freedom of Information and Protection of Privacy Act.
9. Performs research for the development of policies, procedures and training for the corporation.
10. Acts as Commissioner of Oaths. Certifies true copies of municipal documents.
11. Assists the Chief Administrative Officer/Clerk with the delivery of Human Resources services for the Corporation in accordance with applicable legislation and Township policy, including but not limited to, the development of policy, procedures and training, recruitment, selection and retention, etc.
12. Fulfills the duties of Deputy Returning Officer and assists the Returning Officer with conducting municipal elections in accordance with the Municipal Elections Act.

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13. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.
14. Responsible for issuing business licenses.
15. Provides support to the CAO/Clerk as required with regards to the following:
 - Animal Control
 - Information Technology
 - Line Fences Act
 - Liquor License Act
 - Police Services Board
 - Vital Statistics Act
16. Supervises and directs the activities of summer students and the Corporate Administrative Assistant.
17. Responsible to act in the capacity of the Clerk in the absence of the Clerk.
18. Performs such other duties as assigned by the CAO/Clerk that are associated with the primary responsibilities of the position.

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FACTOR DESCRIPTION

1. Knowledge Gained by Formal Education and Previous Training

Requires a degree related to business, political science, public administration or law, plus municipal training/designation or an equivalent combination of education, training and experience, plus completion of the Municipal Administration Program. An Accredited Municipal Professional (AMP) designation would be considered an asset.

2. Knowledge Gained by Experience

Requires a minimum of three years progressively related experience in administrative and parliamentary procedures, preferably in a municipal setting.

3. Complexity

Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter.

Frequently uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of needs and options. Ability to think critically to arrive at the best solution when several are available.

Performs increasingly more complex duties to move through the Township's 4-step pay grid.

4. Supervision, Training, Management and Advisory Responsibilities

Provides functional advice to all Township staff with regards to Council decisions and provides advice and recommendations to Council, staff and the public regarding legislation, policies and procedures.

Manages at least one staff member.

5. Supervision Received – Independence of Action

Ability to work as part of the CAO/Clerk's Department team to achieve broad department goals under the direction of the CAO/Clerk. Must have the capacity to work independently within the policies and objectives of the Corporation and Department to achieve results. Assists with development and, once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the CAO/Clerk.

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6. Consequence of Error – Budget Responsibilities

Decisions will have a direct impact on the overall financial status of the Township. Errors in information provided to the CAO/Clerk or recording and communicating decisions made by Council can impact on the quality of decision-making. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies.

7. Confidentiality

Regularly works with confidential information concerning Township and client initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications on the Township.

8. Contacts

Works with the CAO/Clerk and department heads to develop solutions to administrative procedures, policies and communication challenges. Resolves contentious issues and may make adjustments requiring judgment where procedures do not cover the situation being handled. In regular contact with Council Members, the general public, lawyers, consultants, contractors, suppliers, etc.

9. Physical Skills and Effort

Attends public meetings, as required, requiring prolonged sitting. Operates personal computer which may require visual attention to detail. Ability to mentally focus on detailed legal information requiring a high level of acuity and attention to detail.

10. Working Conditions

Works in a closed office or open office environment.

Occasionally may be exposed to weather extremes or safety hazards when traveling within the Township. Must frequently meet changing deadlines and requirements with the added stress of interruptions from Council, staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch. Overtime is required to attend Council, committee and other meetings as required.

Dated – April 2023