

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Deputy Clerk
Reports To: Chief Administrative Officer/Clerk
Indirectly Reports To: N/A
Department: CAO/Clerk's
Effective Date: January 1, 2024
Revised Date: N/A

POSITION SUMMARY AND PURPOSE

Reporting to the Chief Administrative Officer/Clerk, Deputy Clerk 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 LEADERSHIP AND MANAGEMENT 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: CAO/Clerk's – 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

Description	Approximate Time Spent (%)
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.	1%
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. 4. Prepares agendas and minutes for the CAO/Clerk's review and approval. 5. 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. 6. Assists with the preparation of reports, recommendations and by-laws and attends Council, Committee and Public meetings, as recording secretary. 7. 8. Makes presentations and provides advice/guidance on municipal legislation, by-laws, rules of procedure for meetings, corporate agreements, etc.	40%
9. Assists with the coordination of all media releases, advertising, communications and publications for the Corporation.	7%
10. Performs research for the development of policies, procedures and training for the corporation.	5%
11. Provides support to the "Head" under the Municipal Freedom of Information and Protection of Privacy Act.	2%

TAY VALLEY TOWNSHIP**Position Description: CAO/Clerk's – Deputy Clerk – Full Time**

12. Acts as Commissioner of Oaths. 13. Certifies true copies of municipal documents.	1%
14. Responsible for issuing business licenses.	1%
15. Provides support to the CAO/Clerk as required with regards to the following: <ul style="list-style-type: none">• Animal Control• Information Technology• Line Fences Act• Liquor License Act• Vital Statistics Act	4%
16. 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. 17. Supervises and directs the activities of summer students and the Corporate Administrative Assistant.	10%
18. Fulfills the duties of Deputy Returning Officer and assists the Returning Officer with conducting municipal elections in accordance with the Municipal Elections Act. 19. Ongoing maintenance of voters' list.	10%
20. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
21. Maintains electronic and hard copy office records in accordance with the Township's records management system.	15%
22. Responsible to act in the capacity of the Clerk in the absence of the Clerk.	1%
23. Performs other related duties as assigned.	2%

TAY VALLEY TOWNSHIP

Position Description: CAO/Clerk's – Deputy Clerk – Full Time

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary school diploma in business, political science, public administration or law
- Municipal Administration Program certificate (MAP) (or ability to acquire within 3 years of start date)

1.2 Experience

- Three (3) years' experience in an office environment
- Three (3) years' experience in administrative and parliamentary procedures
- Dealing with the public and outside agencies

1.3 Knowledge/Skill/Ability

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel and PowerPoint
- Punctual and reliable
- Strong time management and organizational skills
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

TAY VALLEY TOWNSHIP

Position Description: CAO/Clerk's – Deputy Clerk – Full Time

2. Preferred Qualifications

2.1 Education

- Post-secondary school degree in business, political science, public administration or law
- An Accredited Municipal Professional (AMP) designation
- Diploma in Municipal Administration (DMA)
- Municipal Clerk's Institute Level 1 and 2
- Municipal Accounting and Finance Program certificate (MAFP)
- Employment Law and Human Resources certificate
- Parliamentary Meeting Protocol Course (PMPC)
- Municipal designation

2.2 Experience

- Three (3) years' experience in a municipal environment
- Assisting in conducting municipal elections
- Using election related software
- Researching, drafting and presenting reports, policies and procedures

2.3 Knowledge/Skill/Ability

- A working knowledge of the Municipal Act
- A working knowledge of the Municipal Elections Act and Employment Standards Act
- A working knowledge of other relevant legislation and employment matters
- Other municipal training

3. Decision Making and Independence

Complexity/Problem Solving

Determines work priorities. Interprets and applies legislation, regulations and rules. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities

Manages .5 staff performing corporate administrative functions. May manage summer students or co-op students.

May be required to manage staff in the CAO/Clerk's Department when acting in the absence of the Chief Administrative Officer/Clerk.

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.

TAY VALLEY TOWNSHIP

Position Description: CAO/Clerk’s – Deputy Clerk – Full Time

Supervision Received – Independence of Actions

Ability to work as part of the CAO/Clerk’s Department team to achieve broad department goals under the direction of the Chief Administrative Officer/Clerk.

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 Chief Administrative Officer/Clerk.

Required to work independently under established policies and procedures.

Follows the policies and procedures of the Township.

Impact of Decisions

Decisions will have a direct impact on the overall financial status of the Township.

Errors in information provided to the Chief Administrative Officer/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.

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.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Chief Administrative Officer/Clerk	Frequent	Internal – receive direction, advice, seek clarification, and provide information.
Department Heads (Planner, Public Works Manager, Treasurer)	Regular	Internal – provide advice and clarification.
Executive Assistant/Alternate CEMC	Regular	Internal – collaborate, provide advice and clarification.
Corporate Administrative Assistant	Frequent	Internal – provide direction, advice, seek clarification.
Municipal Staff	Regular	Internal – collaborate, provide clarification and information.

TAY VALLEY TOWNSHIP

Position Description: CAO/Clerk's – Deputy Clerk – Full Time

Council, Board, Committee and Working Group Members	Regular	Internal – collaborate, provide clarification and information.
General Public	Regular	External – general enquiries for the CAO/Clerk's Department
External Agencies (ex. lawyers, consultants, contractors, suppliers, etc.)	Occasional	External – seeking advice, ordering supplies, coordinating contracts.
Government Agencies	Occasional	External – reporting, seeking advice.

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

5. Work Conditions

Township Municipal Office – Office Area.

Frequently must meet changing deadlines and requirements with the added stress of interruptions from staff and the public. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

5.1 Hours of Work

Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.

Evenings/Weekends: Attendance at Council, Committee of the Whole and other meetings.

On-Call: N/A

Overtime: Occasional overtime is required to meet deadlines.

5.2 Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

TAY VALLEY TOWNSHIP

Position Description: CAO/Clerk’s – Deputy Clerk – Full Time

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings		30%			30%
Time spent travelling				5%	5%
Frequency of interruptions		30%			30%
Frequency of changing deadline and priorities		30%			30%
Interaction with irate/aggressive clients/customers				5%	5%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when working and traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

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Constant	every day most of the day
Frequent	daily
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TAY VALLEY TOWNSHIP

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	Constant	Frequent	Regular	Occasional
Noise				X
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer.

Attends meetings requiring prolonged sitting.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

TAY VALLEY TOWNSHIP

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5.5 Mental Requirements

Operates personal computer which may require visual attention to detail. Ability to mentally focus on detailed information requiring a high level of acuity and attention to detail.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and confidential information)		X		
Visual Effort Required on a Concentrated Basis (reading, researching, taking minutes, report writing, operating a computer)	X			
Requirement to Listen Attentively (understanding, responding appropriately, problem solving, negotiating, mentoring, retaining information for later)		X		

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ORGANIZATIONAL CHART

Chief Administrative Officer/Clerk

DEPUTY CLERK

Executive Assistant/Alternate CEMC

Community Services Coordinator

Corporate Administrative Assistant