



MUNICIPALITY of NORTHERN BRUCE PENINSULA
JOB DESCRIPTION
DEPUTY CLERK

Reports to:	Clerk	Status	Full time
Last Revised:	August 8 th , 2020	Hours:	37.5 hours

SUMMARY OF DUTIES

Reporting to the Clerk, the Deputy Clerk provides support in the performance of the statutory duties of the Clerk and assumes all powers and duties of the Clerk under the Municipal Act or any other Act as necessary and/or in the absence of the Clerk.

The position will also serve as; Community Emergency Management Coordinator and Accessibility Coordinator.

PRIMARY RESPONSIBILITIES OF THIS POSITION

- Maintain records of Council minutes, by-laws, agreements, and other corporate documents.
- Compile materials for Council, Committee of Adjustments, and other Committee agenda packages.
- Assist in drafting by-laws and resolutions in consultation with the Clerk.
- Prepare and distribute, after approval, reports, minutes, resolutions, by-laws, agendas etc.
- Fulfill the duties of Clerk at Council and Committee meetings as required and in the absence of the Clerk.
- Perform research regarding legislation and on other various topics for the Clerk.
- Prepare correspondence, reports, by-laws; proofread documents, editing as required.
- Provide secretarial duties to various municipal committees/boards as delegated
- Assist with all aspects of records management and retention.
- Process requests pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

- Perform civil marriage ceremonies
- Commissioner of Oaths
- Lottery Licencing Officer
- Process livestock claims under the Ontario Wildlife Compensation Program and Beaver Bounty claims
- Support Returning Officer in all aspects of conducting municipal elections.
- Assist with developing new procedures and solutions to promote efficiency and effectiveness.
- Coordinate the development and implementation of communications policies, procedures and training.
- Prepare written materials including press releases, Q&A, media statements on corporate issues as required.
- Provide guidance to ensure coordination and communication of messages/news to internal and external audiences.
- Assist departments on communication best practices to ensure that all are consistent, accessible, timely, transparent and effective.
- Assist in the preparation of confidential documentation
- Perform other duties as assigned

Community Emergency Management Coordinator

- Appointed to the role of the Community Emergency Management Coordinator (CEMC), who is responsible and accountable for the coordination of the Municipality's Emergency Management Program.
- Prepares and submits reports as required

Accessibility Co-ordinator

- Acts as Co-ordinator for Accessibility Program under the Accessibility for Ontarians Disabilities Act
- Co-ordinates with management staff to ensure all required policies, procedures and practices are in place in accordance with AODA legislation
- Provides assistance with development of accessibility policies, procedures and practices and maintains the Multi-Year Accessibility Plan
- Arranges accessibility training to new staff and committees

Other

- Attends Council, committee and other meetings
- Prepares and distributes, after approval, reports, minutes, resolutions, by-laws and correspondence arising from Council or committee proceedings

- Assists with general inquiries from the public at the counter and on the telephone, when necessary
- Assist the Clerk with Cemetery requirements
- Assists in the administration of applications under the Planning Act and providing information to the public on planning application processes
- Assist with the maintenance of the Municipality's website

Supervision Received

Works under direct supervision of the Clerk.

Supervision Given

Assigns work to Clerk staff in absence of Clerk

QUALIFICATIONS

Educational Required:

- Post Secondary Education in Public Administration, Political Science, Law, Business Administration or a related field is an asset
- Designation as an AMCT or CMO, or an ability to obtain the designation within a specified time frame
- Primer on Planning

Experience Required:

- A minimum of three years' experience in a municipal Clerk's Department or a suitable combination of education and experience.
- Familiarity with Municipal procedures and requirements governing the actions of an elected Council and the general functions of a municipal government; organization, functions, procedures and rules of the Council and committee, election procedures, standard office practices and procedures, practices, methods and techniques applicable to administering municipal recordkeeping.

SKILLS AND COMPETENCIES

- Knowledge of related legislation such as Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Elections Act, Accessibility for Ontarians with Disabilities Act, Ontario Heritage Act, Drainage Act, Planning Act, and Vital Statistics Act; and demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions.
- Political astuteness, tactfulness and diplomacy, with knowledge of municipal government processes and parliamentary procedures.
- Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software.
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities.

- Demonstrated organizational skills to meet strict and time sensitive deadlines.
- Ability to work with personal information and maintain strict confidentiality.
- Ability to work outside regular business hours as required.
- Valid Ontario Class “G” driver’s license and reliable vehicle for use on corporate business

WORKING CONDITIONS

Conditions – Mental

Work subject to prioritization and deadlines

Performs a large volume of detailed work on numerous, concurrent tasks, requiring concentration, works under intensive deadlines and with constant interruptions

Conditions – Physical

Office environment