

## Job Description Deputy Clerk

<b>Position:</b> Deputy Clerk	
<b>Reports To:</b> Director of Corporate Services/Clerk	<b>Revised:</b> March 9, 2023
<b>This Position Is:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

### Job Summary:

As a member of the Corporate Services Department, provides support in the performance of the statutory duties of the Clerk. Reporting to the Director of Corporate Services/Clerk, this position provides corporate administrative services to Council and Committees.

### Duties and Key Responsibilities

#### Deputy Clerk:

- Performs the statutory duties of the Deputy Clerk and acts as the Municipal Clerk in their absence.
- Assists with the discharge of the statutory and legislative responsibilities as authorized by Council and as prescribed in Provincial Legislation, including but not limited to: legislative research, by-laws, records management, agenda and minute preparation, communication protocols, access to information and protection of privacy matters.
- Assists with the preparation and distribution of agendas, by-laws, background material and all related correspondence for Council and the distribution of same prior to meetings.
- Attends Council to assist the Clerk in the preparation of minutes, including the accurate recording of all resolutions, decisions and other proceedings of Council and co-ordinate technology requirements.
- Acts as the Recording Clerk for Advisory Committees and Boards in an advisory/administrative support role and responsible for preparing, publishing, and distributing agendas in consultation with the Chair, attending Committee and Board meetings for the purpose of taking minutes and providing administrative support in the preparation of reports to Council, annual meeting schedules, work plan development and terms of reference updates, as required.
- Performs civil marriage ceremonies and acts as Deputy Issuer of Marriage Licences and manages the issuance of Marriage Licences in the municipality pursuant to the Marriage Act.
- Acts as an issuer of lottery licences, under the direction of the Director of Corporate Services/Clerk. Liaises with groups with respect to the submission of applications and maintains accurate records.
- Acts as a Commissioner of Oaths for the swearing of affidavits for the benefit of the Corporation and the general public.
- Acts as Deputy Registrar of Vital Statistics by recording deaths occurring in the municipality, issuing burial permits and transmitting all statistical information to the Province as required by the Vital Statistics Act.
- Assists with inquiries and processing requests in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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- Assists in maintaining confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Assists with the development, coordination, implementation, administration and monitoring of various policies, programs and services established by Council.
- Coordinates the development of practices and procedures to support the Municipality in implementing and complying with the standards set out in the provincially mandated Accessibility for Ontarians with Disabilities Act.
- Receives inquiries, requests for information and public feedback related to accessibility issues. Responds to requests for information and feedback, as required.
- Maintains and coordinates the review of the Multi-Year Accessibility Plan, as well as preparing the annual report with input from departments on progress of identified goals.
- Acts as a Deputy Returning Officer during the conduct of the Municipal Elections and by-elections.
- Assists with the development and implementation of a comprehensive Orientation program for new and existing Council.
- Assists with identifying and preparing departmental information to be included on the Municipal website and ensures that the information maintains accessibility standards and is current and updated on a regular basis.
- Researches and assembles background information and drafts documents to support activities and initiatives of the Corporate Services Department and performs other duties as required.
- Assists all departments in efficient and effective maintenance of the Municipality's records in accordance with the records retention by-law, including the implementation and maintenance of the Municipality's electronic records management system and the proper destruction of records.

### **Purchasing:**

- Responsible for promoting and maintaining the integrity of the purchasing process by ensuring an open process, fairness and transparency.
- Provides procurement advice and services to staff.
- Responsible for the developing, in consultation with staff, procurement documents such as Requests for Tenders, Quotes and Proposals in adherence to the Purchasing Policy;
- Conducts research and consults with various managers/staff to solicit information and specifications to complete documents.
- Prepares and posts bid call documents on electronic platform and ensures notice requirements for the Canadian Free Trade Agreement (CFTA) and Canada-European Union Comprehensive Economic and Trade Agreement (CETA) have been met.
- Coordinates responses and addendums to contractor/consultant inquiries to provide clarification.
- Conducts reference checks for each bidder.
- Reviews bid submissions to ensure compliance with Purchasing Policy and bid call requirements.

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- Prepares and issues notices of award to successful bidders. Assists with the preparation of Bid Award Forms and reports to Council, when required.
- Prepares quarterly reporting to Council on all Contract awards by staff in accordance with delegated approval authority.
- Assists with the maintenance of records related to procurement processes.
- Coordinates the disposition of municipal assets in accordance with relevant policies.

### **Qualifications:**

- Post-Secondary Diploma in Legal, Business Administration, Public Administration, Political Science or equivalent.
- Minimum of three years' previous experience in municipal government in a related field or equivalent.
- Completion of AMCTO Municipal Administration Program and Municipal Law Program an asset.
- Knowledge of municipal government processes and parliamentary procedures.
- Experience with TOMRMS or other Records Management Systems.
- Knowledge of purchasing and tendering processes and principles.
- Previous experience of knowledge of local, provincial, and federal laws including the Municipal Act (MA), Municipal Elections Act (MEA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Accessibility for Ontarians with Disabilities Act (AODA), Commissioner for Taking Affidavits Act, Marriage Act, Vital Statistics Act, etc.

### **Key Performance Competencies:**

- Ability to maintain confidentiality related to sensitive information.
- Political astuteness, tactfulness, and diplomacy.
- Knowledge of general office procedures, including record and information management systems.
- Strong knowledge of Microsoft office (Word, Excel, Access) and records management systems.
- Ability to establish and maintain effective working relationships with elected officials and members of the public.
- Excellent organizational, verbal, and written communications skills.
- Ability to use judgment and initiative.
- Ability to multi-task.
- Ability to establish and maintain effective working relationships with employees and the public.

### **Health and Safety:**

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

### **Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

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### **Contacts:**

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, municipal solicitors, contractors, private businesses and all levels of government.

### **Work Environment:**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with minimal travel outside the office to attend meetings/conferences/seminars.
- Work is confidential in nature and requires considerable discretion.
- 35-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.
- Some exposure to dust, dirt, fumes when accessing storage.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include sitting, standing, visual attention to details and movement of average weight materials. This job has the capability to control interruptions and pace of work.

### **Impact of Error:**

- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality and have legal, financial and long-term consequences;
- Decisions have an impact on the work of others within the department;
- Moderate impact on public relations.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Job Description  
Deputy Clerk

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Employee

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Date