



TOWNSHIP OF NORTH STORMONT

Work Description

Position Title: Deputy Clerk
Supervisors: Chief Administrative Officer / Clerk

POSITION SUMMARY

The Deputy Clerk is primarily responsible for supporting the statutory responsibilities of the Clerk; and for ensuring the implementation of, and compliance with, all policies, procedures and directives of Council. The Deputy Clerk is also the recording secretary for Council and Committee meetings, and participates in the development of policy, internal and external communications, and social media.

RESPONSIBILITIES

1. Assists in the drafting of By-laws and resolutions, through the conduct of research and analysis, and consultations with the CAO / Clerk, other departments, and legal experts, as required.
2. Performs follow-up activities resulting from Council meetings: transcribes and distributes minutes; ensures that resolutions and ordinances are in proper format and notarized; prepares associated documents and correspondence; and tracks required Committee actions.
3. Reviews policies and procedures stemming from the legislation affecting the operation of the Corporation of the Township of North Stormont.
4. Provides support to the CAO / Clerk in the various statutory responsibility areas under the *Municipal Act*, the *Line Fences Act*, the *Drainage Act*, the *Tile Drainage Act*, the *Safe Drinking Water Act*, the *Planning Act*, and other provincial statutes.
5. Provides information and interpretation of By-laws, resolutions and policies to the general public; and provides Notary Public services for Township legal requirements, residents, staff, and the general public.
6. Manages and maintains the Township's Emergency Response Plan, in accordance with the *Emergency Management Act*.
7. Assists with the annual review and preparation of the *Accessibility Plan*, under the *Ontarians with Disabilities Act*.

8. Provides support in the preparation and administration of municipal contracts, tenders and requests for proposal; and monitors contracts and agreements to ensure they are signed and recorded in a timely manner, and that insurance requirements are met.
9. Assists the Building and Planning Department.
10. Assists in the conduct of Municipal Elections; and administers the Oath of Office for township Council.
11. Supervises official records file maintenance: ensures that documents are recorded and properly retained; and oversees the archiving and destruction of documents no longer required.
12. Establishes and maintains working relationships with staff, colleagues and members of Council; serves as an effective liaison with community organizations, and provincial and local governments; and interacts appropriately with auditors, consultants, business groups, the media and the public.
13. Supervises assigned staff members; provides direction, guidance, advice and training; assigns responsibilities and tasks; and conducts performance reviews for direct reports.

QUALIFICATIONS

- Diploma or Degree in Public Administration and five years' experience in office administration, preferably in a public agency; or an equivalent combination of education and experience.
- Recognized Municipal Clerk Certification, or equivalent thereof.
- Knowledge of municipal legislation, and relevant provincial and federal statutes (e.g., the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Elections Act*, the *Ontarians with Disabilities Act*, the *Ontario Heritage Act*, the *Planning Act*, the *Emergency Management Act*, amongst others).
- Demonstrated knowledge and skills regarding personal computers and corporate records management systems.
- High degree of professionalism coupled with advanced communications skills in such areas as presentations, consultations, collaboration, negotiation, conflict resolution, and customer service.

WORKING CONDITIONS

The work is performed in an office environment. There is a constant requirement to respond to numerous requests for subject matter information from the CAO/Clerk, and to enquires from external clients, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.

There is also a risk of eyestrain from exposure to the glare from a computer screen, and of general body stiffness from the requirement to remain in a seated position for extended periods of time.

There is also a requirement to attend all Council meetings, which are normally held outside normal Township business hours.

Normal hours of work are 35 hours per week, Monday to Friday.

COMPENSATION

Class D \$46,445 to \$64,191 annual salary (based on 2020 Salary Grid), full benefit package and enrollment in the OMERS pension plan.

The Township of North Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please let us know if you require any accommodations.