



Position Title Deputy Clerk

Purpose of Position

- To assist the CAO/Clerk in fulfilling the statutory responsibilities of the Clerk.
- Policy research, records management, licensing, cemetery administration.
- To assist in the financial and administrative operation of the township office in accordance with Municipal and policies and procedures and legislation.
- Recording secretary of Council Committees and Local Boards as assigned.

Scope of Position

- To assist the Clerk in the effective administration and operation of the Clerk's Department. The Deputy Clerk will act as the Clerk in the Clerk's absence, and will be responsible for records management, vital statistics, and taking minutes.

Responsibilities

- Acts as Clerk in his/her absence.
- Assists the Clerk in preparation and management of the Township, School Board and related Elections under legislation in the capacity of Deputy Returning Officer.
- Assists with the coordination, implementation, administration, and evaluation policies that are determined by Council; assists in developing appropriate systems and procedures for supporting the decision-making process.
- Day to Day support for the Clerk.
- Preparation of agendas, by-laws, and background information on all related correspondence to the CAO/Clerk, Treasurer, Public Works Superintendent and Council as required.
- Maintain the Township's Records Management System including active and inactive storage or records, electronic records, etc. and ensure all corporate records are retained or destroyed in accordance with the Township By-Laws.
- Oversees the issuing of permits
- Acts as Commissioner of Oaths for the swearing of affidavits for the benefits of the Corporation and the general public.
- Adheres to all municipal policies and procedures.
- Assists in preparing and distributing confidential information. Ensuring confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- This is not a supervisory role.
- Direct dealing with the public, including receipting, distribution of forms and provision of information directing mail and replying if instructed.
- Prepare tenders and administer contracts.
- Property file maintenance.
- Manage grant applications and funding packages.
- Complete tax certificate and zoning/building compliance requests.
- Performs other duties as assigned.

Other Responsibilities

- Provides information and assistance to the public at the counter and by telephone, as needed.
- Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through courses, conferences, seminars, briefing sessions and selected reading.
- Audit, inspect and proofread various written material with consistent accuracy.
- Internal/external communications including social media and the township app and website.
- Prepare monthly newsletters and tax inserts.
- Maintain and update the Township website.
- Maintain and update all Township facility bookings.
- Maintain, prepare and create civic addressing and road signage.
- Kagawong Cedar Cemetery Administration.
- Municipal Property Assessment Corporation (MPAC) workings such as municipal sales listing administration, building permit administration and address change administration.
- Project Management Administration.
- Asset Management Administrator.
- Grant/Funding Reporting.

Working Relationships

- Council, Committees and Boards Interaction with the Council, Committees and Boards is expected on a regular basis.
- Department Heads – Assist department heads with acting as Clerk in his/her absence. Interaction with department heads is expected to be frequent to regular.
- Members of the Public – answer questions regarding assessments or water bills. Provide explanation of the tax system. Interaction with the public is on an as needed basis.
- Provincial and Federal Ministries, Solicitor and Auditor – prepare year end analysis of general ledger and annual audit files for auditor. Applies for government grants.

Knowledge and Skills

- Post Secondary education in Business Administration and/or Accounting Program at the intermediate level or relevant work experience.
- Experience in an office setting. Three to five years of experience in a municipal office setting is considered an asset.
- Computer knowledge on the municipal software used by the Township to administer its business.
- Thorough knowledge of Microsoft Word, Excel, Sage Accounting, basic website management is considered an asset.
- Formal education in Municipal Administration Program, Municipal Accounting and Finance considered an asset.
- Good knowledge of senior government legislation.
- Excellent organizational and analytical ability; good judgement and tact; good knowledge of Provincial legislation and policy that affects local government.
- Excellent communication and public relations skills; ability to establish and maintain effective working relationships with others; the ability to handle confidential information.
- Must possess a Class “G” drivers’ licence.



Working Conditions

- Usual public office conditions. Work is subject to hectic peak periods (e.g., tax time, year-end audit, etc.). The incumbent is expected to organize work, deal with frequent interruptions, and cope with complaints from the public.
- All full-time administrative employees shall normally work 35 hours per week being Monday through Friday maintaining normal office hours. This schedule may be altered as needed at the discretion of the CAO/Clerk. Additional hours will result from evening attendance at Committee, Board and Council meetings.

Impact of Error

- Errors in financial record keeping, budgetary calculations or in providing advice to council could result in serious financial repercussions, e.g., loss/reduction in budgetary allocations.

Reporting Relationship

- Reports and is responsible to the Council through the office of the Clerk/CAO.