

**THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY**  
Job Description

**Position Title:** Deputy Clerk

**Department:** Administration

**Location:** Madawaska Valley Municipal Office

**Reports to:** CAO/Clerk

**Purpose of the Position:**

Reporting to the CAO/Clerk, the Deputy Clerk executes the statutory and advisory duties of the Clerk as provided for in Provincial Legislation as well as performs a wide variety of functions. The position provides general administrative assistance to the Chief Administrative Officer/Clerk, Department Heads and Council ensuring that all municipal and legislative policies are adhered to, to take minutes and produce reports for Council and Committee Meetings. The position interacts with staff, council and the public to coordinate public relations procedures, and oversees Council communication and coordinates Council/resident delegations, meetings, responses. The Deputy Clerk oversees and directs the Health and Safety Program.

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

**Responsibilities**

- Fulfills statutory requirements under the Municipal Act and any other Acts or Regulations pertaining to municipalities.
- Assists with adherence to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and as FOI/POP Coordinator, and in the absence of the Clerk, oversees and shall coordinate, review and respond to requests for information received under the legislation.
- Ensures statutory duties of the Municipal Clerk are performed, including those of Election Returning Officer, Commissioner of Oaths, Division Registrar, and Issuer of Marriage Licenses.
- Fulfills the duties of the Returning Officer for municipal elections, and is responsible for all aspects of conducting the municipal election every four years.
- Fulfills duties as Division Registrar responsible for the registration of deaths and births and applicable certificates to the provisions of the Vital Statistics Act.
- Is responsible for communication of statutory authority, requirements and guidelines to Council to ensure Council's actions and municipal undertakings are in compliance therewith.
- Is responsible with consultation with the CAO/Clerk for implementation of directives, policies, instructions and decisions approved by Council as recorded at any regular Council meeting or special meeting thereof, in a prompt, efficient, thorough and orderly manner as assigned directed or delegated by Council.
- Acts as Coordinator of the Employee Health & Safety Committee ensuring that the requirements of applicable legislation as it pertain to ensuring a safe work environment is adhered to.
- Reviews, responds to, and reports on communication addressed to the Township requiring Council attention to the next meeting of Committee/Council, and follows up on communications after the meetings.

- Attends all Council Meetings and appointed Committees and accurately records the minutes of procedures and resulting decisions, and performs all duties required by Statute or By-Law of Council.
- Provides assistance and/or background information to Council, Department Heads, staff and the public as required.
- As a designated officer of the Corporation, the Municipal Clerk signs by-laws and minutes in absence of the CAO/Clerk.
- Undertakes research and preparatory work for special projects as required by Council and prepares such proposals, makes such submissions and files such applications as required.
- Researches issues, sources background information for meetings, prepares and distributes electronic Council Agendas, prepares supporting resolutions and working by-laws, prepares and distributes Council Meeting Minutes and prepares any necessary correspondence arising from the Council Meetings.
- Oversees I Compass- E-agenda maintenance, data entry, on line access and staff training and adherence on E-action modules.
- Prepares and maintains the By-Law Book and Minute Book.
- Ensures the municipality's official records and documentation are recorded and maintained;
- Coordinates tender processes when required.
- Responds to telephone inquiries, requests for information and provides general correspondence in this regard.
- Reviews communication and information addressed to the Township and refers such items as required to Council or the appropriate Department Head for action, or actions the item him/herself.
- Applies and carries out all policies adopted by Council as applicable, may make suggestions for and have input into policies in the Municipal Clerk's area of responsibility or other areas as required and drafts and reviews policies under his/her areas of responsibility as required.
- Participates in professional development and training activities in order to keep current with changes in provincial and municipal fields.
- Responsible for training records and adherence to legislated training requirements.
- Acts as Commissioner of Oaths.
- The Deputy Clerk is responsible for support services to the CAO/Clerk, the Mayor and Councillors.
- Other duties as assigned by Council.
- Assumes responsibilities and performs Clerk's functions in the absence of the CAO/Clerk
- Responsible for preparing and maintaining confidential material pertaining to the municipality and Council.
- Provides human resources assistance with respect to the Municipalities Human Resources Corporate Policies and Procedures (assists with job advertisements, interview and selection processes)
- Manages the Complaints Policy and Procedures, through ICompass and those received at [info@madawaskavalley.ca](mailto:info@madawaskavalley.ca)
- Prepares and monitors Lottery Licences and Acts as Assistant Lottery Licencing Officer
- Assists the Planning Department with Public Meeting agendas and minutes.

## MAJOR RESPONSIBILITIES

### **1 Program/Service**

Attends all meetings of Council and Committees, makes observations, advises and responds to

questions as required on behalf of the administration. Ensures that agendas are prepared and distributed in a timely manner including electronically with appropriate background information and that the minutes accurately reflect the proceedings and resulting decisions.

Ensures records, by-laws, and municipal documentation are kept properly and that retrieval system are in place for all important papers and documents

## **COMMUNICATIONS**

- 1.1 In conjunction with the CAO/Clerk, research, compile, produce and edit corporate public information and communications that represent the municipality and/or the Mayor, which includes press releases, speeches, newsletters, brochures, reports, correspondence and other literature to communicate and increase understanding of municipal-wide issues and to encourage community participation; organize and distribute these materials to government, community, business and educational groups.
- 1.2 Receive media inquiries and direct media to the Mayor, CAO/Clerk or Department Head as required.
- 1.3 Build strategic communications plans, new initiatives and priorities with Department Heads and Council.
- 1.4 In conjunction with the Recreation & Community Development Coordinator assists with the maintenance of municipal social media/website/newspaper information. Oversees E-Agenda to ensure that municipal information is kept current.
- 1.5 Assists with communication strategies, including the development and implementation of marketing and promotional plans; participates in the corporate business planning process on aspects of communication; design, production and publishing of key marketing, promotional and information materials; assist in the production of printing material, photography, audio-visual presentations, exhibits and promotional displays.
- 1.6 Assist in ensuring that the information presented to the media will meet the communication goals, is consistent and accurate, and that the appropriate media contacts are made.
- 1.7 In conjunction with the CAO/Clerk, assist with the development and implementation of a Communications Plan and Content Strategy to foster timely distribution and receipt of information amongst all levels of staff to increase awareness of services provided by the Municipality to the public.
- 1.8 Interact with area municipalities on a requested/as needed basis with respect to media and public service announcements.

## **2 Human Resources**

- 2.1 Responsible for staff training, adherence and record keeping for Health and Safety.
- 2.2 May be required to oversee co-operative students if pertains to communications, website or Health and Safety.

## **3 Financial Resources**

- 3.1 Responsible for advertising/communication of Council/Municipal related matters and Health and Safety.
- 3.2 Holds signing authority for municipal bank accounts as alternate to the Clerk.

## **4 Material Resources**

- 4.1 Ensures maintenance and confidentiality of all documents of the municipality as required by regulation, law or policy. Respond to highly sensitive and confidential information on corporate-wide initiatives.

## **5 Qualifications**

- 5.1 A degree or diploma in Political Science, Public Administration or related discipline is preferred. A related mix of education and experience may be considered.
- 5.2 Dipl.M.A, Dipl. M.M, AOMC, AMP, CMM or CMO designation is preferred.
- 5.3 Minimum of three(3) years in a municipal management position.
- 5.4 Significant demonstrated management experience and understanding of local government and municipal administration.
- 5.5 Working knowledge of the Municipal Act, Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act and other legislation related to municipal governance.
- 5.6 Excellent interpersonal, project/time management, report writing, organizational, analytical, communication and presentation skills.
- 5.7 Experience with municipal elections is preferred.
- 5.8 Completion of the Municipal Administration Program(MAP), OACA's Primer in Planning an asset. Must be willing to obtain.
- 5.9 Strong knowledge of the Occupational Health and Safety Legislation; must possess or be willing to obtain Health and Safety certification.
- 5.10 Strong computer skills and working knowledge of Microsoft Office Suite.
- 5.11 A clean Criminal Record.

## **6 Physical Effort and Skill**

- 6.1 Requires manual dexterity to operate computer and office equipment as necessary.
- 6.2 High degree of visual attention

## **7 Decision Making and Judgement**

- 7.1 Work is performed under the direction of the municipal Council, Committees, and the Head of Council. Access is available to other municipal counterparts through personal and professional associations for the exchange of information as required. Access is also available to the municipalities' policies and procedures, legal counsel, by-laws, and Provincial Statues and Regulations to obtain assistance or direction in dealing with problems and concerns.  
Judgement is exercised in:
  - participating in interdepartmental and intergovernmental projects as required
  - prioritizing and organizing workload to ensure timely completion of work assignments.
  - determining which agenda issues need to be dealt with and their placement on the agendas
- 7.2 Inaccuracies in reports and records may affect activities based upon them and may delay succeeding and related operations. Errors may cause embarrassment in customer, public or employ relations.

## **8 Interpersonal Skills/Contacts**

Excellent interpersonal skills are required to interact with management, staff, Council,

Committees, senior government officials and members of the public.

8.1 Internal

- with all Department Heads on a regular basis to coordinate activities, discuss plans, policies and priorities, in accordance with the decisions of Council
- with the Head of Council and Council to discuss operational, management and policy issues and receive policy direction
- with Committees to review status of plans, programs, to respond to questions, and to seek approval on issues/resolutions

8.2 External

- with various government officials to obtain information on policy, to coordinate funding proposals and to discuss municipal issues
- with the media to provide background information on matters relevant to the Clerk responsibilities
- with the public to provide information on Council's policies
- with other municipalities to exchange information

WORKING CONDITIONS

**9 Environment**

- 9.1 Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer.
- 9.2 Deals extensively with Department Heads, Council, Committees and the public.
- 9.3 Similar to other public sector positions at this level, the incumbent from time to time is required to deal with members of the public who may become angry and agitated.

**10 Control over Work Schedule**

- 10.1 Attends all Council and Committee meetings which may be convened outside of normal working hours.
- 10.2 Often required to work beyond regular office hours to meet deadlines.  
Work schedule is subject to shifting priorities of Council, changing Councils and deadlines imposed by legislation or municipal policy.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**

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