



MUNICIPAL CLERK

Title: Municipal Clerk (Clerk)	Department: Administration
Reports To: Chief Administrative Officer	Date Approved: January 2023
Salary Range: Pay Grade 5 (\$90,430 - \$98,625) (<i>Pending Job Evaluation</i>)	Status: Permanent/Full-time

Position Profile:

Reporting to the Chief Administrative Officer (CAO), the Clerk performs all statutory duties of the Clerk in accordance with the *Municipal Act* and various other legislation. The Clerk is also responsible for administering Access to Information requests and the Corporate Records Management System.

The Clerk attends all Council and Committee of the Whole meetings and is responsible for the preparation of By-laws and resolutions, the accurate recording of all resolutions, decisions, and proceedings of Council.

Key Duties/Responsibilities/Activities:

- Responsible for overseeing and managing the legislative processes and related activities for Council and Committees. This includes attending Council and Committee meetings and accurately recording minutes of the proceedings and resulting decisions and/or supporting Staff Liaisons as it relates to their legislative Committee involvement.
- Ensures that Council's decisions are communicated promptly with all applicants, petitioners and persons, agencies and other interested parties required to be advised of decisions and/or proceedings. As required, disseminates Corporate information to Municipal Departments, the public, external agencies, and other levels of government.
- Participate as a member of the Management Team providing input on Corporate planning or strategic initiatives; attends Director's meetings, lead and/or participates in project teams as assigned by the CAO.
- Responsible for compiling and reviewing Council reports from Municipal Directors, preparation and circulation of Council packages, and meeting agenda preparation.
- Researches and analyzes policy and By-law development and oversees all matters pertaining to the conduct of effective Council meetings. Ensures issuance of required public notices.
- On their own authority or in conjunction with the Municipal solicitor, prepares or directs preparation of all required By-laws and motions for submission to Council for approval.



- Supports the CAO in managing organizational development, staffing and corporate wide reviews.
- Acts as back-up to the CAO during absences.
- Responsible for overseeing the audio-visual equipment, electronic recording and streaming of Council meetings as required.
- Responsible for the coordination of information technology services in consultation with County IT Services, and technology hardware including cell phones.
- Acts as Alternate Emergency Programs Manager/CEMC.
- Coordinates all Council/Committee appointments as required. Coordinates all requests for delegations before Council.
- Responsible for the development and management of the Municipality's Records Management System, including, but not limited to, retention schedules/By-laws, needs assessment, policy development/implementation, archival selection, and destruction.
- Acts as a Commission of Oaths.
- Responsible for Municipal Licensing and Lotteries, and all applicable policies and by-laws.
- Acts as a Signing Officer for the Municipality.
- Performs the duties of Returning Officer for Municipal Elections.
- Acts as the local registrar for deaths and directs the issuing of burial permits and other related documents as required.
- Completes cemetery reports.
- Processes applications for fence viewers and livestock evaluations.
- Acts as a resource person for Council by advising members of meeting procedures and their responsibilities as elected members, as well as providing administrative support to Council.
- Communicates effectively, professionally, and courteously with all levels of Staff, elected officials, other levels of government and the general public, both verbally and in writing.
- Maintains a thorough knowledge of trends and developments in legislation, Provincial policy directives and other legal and economic matters that impact the Municipality.
- Provides support services to and liaises with the Chief Administrative Officer and other Department Heads as required.
- Prepares and monitors annual budget for various accounts related to Corporate Services.



- Maintains Corporate records including but not limited to policies, By-laws, resolutions, minutes, agendas, action requests, agreements, deeds, etc. Ensures secure storage of critical record and confidentiality of sensitive data.
- Manages Municipal Archives.
- On behalf of the Municipality, administers the *Freedom of Information and Protection of Privacy Act*.
- Fosters good rapport and cooperative business relationships; develops and maintains a contact network with professionals in the field and counterparts in other Municipalities.
- Participates in programs, attends conferences, and courses which foster professional or technical development where applicable and approved.
- Maintains Municipal insurance portfolio and manages claims in co-ordination with the Municipality's insurance broker and insurance company.
- Required to perform the statutory duties as required by the Ontario Drainage Act.
- Follows all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

Work Relationships:

Reports to the Chief Administrative Officer. Provides Staff supervision/oversight to the Deputy Clerk, Administrative Assistant, Customer Service Representative and Archivist. Liaise with other Municipal Staff, Members of Council, federal/provincial government representatives, local Municipal Staff, and the general public.

Work Demands/Stresses:

Operates in an environment that demands accuracy, attention to detail with concentration on continuous deadlines with the ability to set priorities and multi-task. Must maintain a thorough knowledge of all legislation and policies affecting the Municipality. The ability to maintain confidentiality is essential. Must be able to deal with lawyers professionally and competently, insurance adjusters, construction firms, contractors etc.

Working Conditions:

35 Hours per week in a normal office setting. Normal office hours are 8:30am-4:30pm, Monday through Friday, however there may be extended hours expected to attend Council meetings outside of normal business hours.



Education/Experience/Aptitudes:

Degree/Diploma in Public/Business Administration/Law, or equivalent combination of education/experience. AOMC or CMO designation, and/or willingness to work towards. Five to eight years of managerial experience. Knowledge of the *Municipal Act* as well as other relevant legislation/regulations is an asset. Superior communication skills, strong organizational, leadership, and analytical skills are required.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

Application Deadline:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until January 20, 2023, at 4:30 pm. Please send resume to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.