

JOB SUMMARY:

The Deputy Clerk shall be responsible for assisting the Clerk/Director of Legislative Services in fulfilling the statutory duties and providing administrative support and assistance to the Legislative Services Department, Township Council and Committees.

IMMEDIATE SUPERVISOR:

Director of Legislative Services/Clerk

STATUS:

Regular Full-Time

HOURS:

Monday to Friday, 8:30am to 4:30pm (35 hours a week). The Deputy Clerk will be required to attend Council, Committee or Public Meetings after normal working hours and overtime as required.

TITLES OF POSITIONS REPORTING TO THIS POSITION:

None.

KEY DUTIES & RESPONSIBILITIES:

- Respond to phone calls and counter inquiries relating to the Legislative Services Department
- Act as Commissioner for taking affidavits
- Deputy Division Registrar under Vital Statistics Act
- Prepare agendas for all Council and Committee of Council meetings
- Prepare by-laws and resolutions for Council and Committee of Council meetings
- Attend Council, Committee and Public Meetings to take minutes and prepare minutes for distribution
- Prepare and circulate correspondence as resulted from Council and Committee meetings
- Prepare background research and draft reports for Director of Legislative Services/Clerk

- Prepare draft agreements for Township Solicitor's review and co-ordinate completion of agreement for signature by applicant and municipality and forward to Township Solicitor for registration
- Serve as Assistant Deputy Returning Officer for municipal elections.
- Assists Councillors, Departments and public in researching information and by-laws
- Overall management of the Township's records management program, information access and privacy protection
- Develop, recommend and implement policies, procedures and guidelines for corporate-wide record/information management, electronic document management, archives, imaging and other related services
- Manage and administer the Freedom of Information process to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act
- Assist the Township's solicitor with legal transactions involving the purchase and disposition of municipal property
- Research and prepare Township By-laws
- Maintain and update the Township's Emergency Plan
- Fulfill the statutory duties under the Municipal Act, Municipal Elections Act, Line Fences Act, Drainage Act, Municipal Freedom of Information and Protection of Privacy Act and any other legislation as required
- Provide support to Licensing and Legislative Coordinator and Customer Service Representative positions
- Support the Director of Legislative Services/Clerk with the Corporate Communications including all social media platforms, the annual community guide and the Township's website
- Assist with the maintenance of the Township's corporate website
- Act as the secretary for the Property Standards Committee
- Perform other duties as may be assigned

EDUCATIONAL REQUIREMENTS

- University degree or community college diploma in Public Administration, Local Government, Business Administration or an equivalent combination of education and experience
- Completion of or working towards the Municipal Administration Program through the Association of Municipal Managers, Clerks and Treasurers of Ontario

SKILLS & QUALIFICATIONS:

- Minimum of 5 years progressive experience in a Municipal Administration environment
- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Line Fences Act, Drainage Act and Municipal Freedom of Information and Protection of Privacy Act

- Computer literacy utilizing MS Office (Word, Excel, Outlook), Filehold, data bases, presentations, email, election, internet and related software
- Excellent interpersonal, communication and public relations skills
- Excellent project/time management skills
- Excellent analytical and problem-solving skills
- Excellent presentation, record keeping and document management skills
- Demonstrated leadership and team building skills
- A valid Criminal Record Background Check to the satisfaction of the Township of Guelph/Eramosa is required
- A valid Ontario Class G Driver's License with a Ministry of Transportation abstract in good standing required

EFFORT AND WORKING CONDITIONS:

- Flexible working hours – required after normal working hours and overtime as required
- Will involve local travel
- Involves mental and visual concentration
- Job requires light physical exertion
- Office working environment contains the usual risks or discomforts of sitting for lengthy periods of time; no special safety precautions are required

Approved by:

By: 
 Chief Administrative Officer

On: July 15, 2022

*Updated: June 2019
 July 2022*