

TOWNSHIP OF OTONABEE SOUTH-MONAGHAN

JOB DESCRIPTION MANUAL

POSITION: DEPUTY CLERK	PAGE: 1 OF 6
REPORTS TO: CHIEF ADMINISTRATIVE OFFICER (CAO) /CLERK	DATE: SEPTEMBER 2023
THIS JOB DESCRIPTION IS: NEW AS OF SEPTEMBER 2023	NEW: REVISED: X EXISTING: RESCINDED:

JOB SUMMARY:

Reporting to the CAO/Clerk, this position is responsible for assisting the CAO/Clerk in performing the statutory duties of the office as set out in the Municipal Act and other related legislation. The incumbent provides administrative support to the CAO/Clerk, Members of Council as required. The Deputy-Clerk is responsible for coordinating the management of Corporate Records under the direction of the CAO/Clerk and assists with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) information requests.

DUTIES AND RESPONSIBILITIES:

1. Perform the statutory duties of the Clerk as required, fulfilling the statutory requirements under the various Acts, Statutes and Regulations and the Township Procedural By-Law. This may include review and signatory to corporate agreements and records, Council/Committee meeting attendance and supervision of other departmental staff in the absence of the Clerk.
2. Perform the duties of a Commissioner of Oaths in accordance with relevant legislation.
3. Act as Recording Secretary to Municipal Committees as may be required.
4. Prepare electronic agendas under the direction of the Clerk and minutes of Council, Board and Committee meetings as required. Attend all meetings of Council to record proceedings of the meeting and present electronic agenda.
5. Administers the Township website and social media under the direction of the Clerk.
6. Assist the Clerk in preparing, brochures and other media materials for the Township.

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7. Coordinates Records Management under the direction of the Clerk ensuring the protection and preservation of permanent, official records and the retention and destruction of other documents in accordance with the Records Retention By-Law and applicable Legislation and Township Policies. Utilize document imaging and other technologies to enhance records management programs. Certify documents as required.
8. Review lottery and marriage license applications, prepare licenses and reports under direction of the Lottery Licensing Officer / Clerk.
9. Assist with organizing and administering all responsibilities of the Clerk with respect to Municipal and School Board Elections. Act as Deputy Returning Officer. This includes maintaining voter lists, preparing training material, recruiting, training and supervising election workers, scheduling workers, coordination and printing / distribution of required voting materials, preparing and posting required notices, monitoring compliance of candidates' nomination and financial records with legislation, preparation of supplies, advising candidates of their rights and responsibilities, timely web-site posting of information/results and troubleshooting on election day.
10. Perform all duties as assigned by the Chief Administrative Officer and Clerk including undertaking of special projects, conducting research, preparing by-laws, reports, policies, and procedures on various municipal topics and any other duties as assigned.
11. Participate in Emergency Management activities as required. This duty may be required outside of usual working / office hours.
12. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection to Privacy Act.
13. Participate in all aspects of the Occupational Health and Safety Act.
14. Other duties as assigned.

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SUPERVISORY RESPONSIBILITIES:

This position does not have any supervisory responsibilities.

JOB SPECIFICATIONS:

- Combination of post-secondary education in a related field and / or equivalent experience.
- Thorough working knowledge of municipal legislation. Two years related municipal experience.
- Formal certification by the Association of Municipal Managers, Clerks and Treasurers is preferred.
- Knowledge of personal computer systems and experience with Microsoft Office Suite, municipal software and keyboard skills. Experience with website administration.
- Knowledge of record and information management systems.

KEY PERFORMANCE COMPETENCIES:

- Ability to interpret and apply policy and legislation.
- Strong decision-making and problem-solving ability.
- Excellent oral and written communication skills.
- Strong organizational ability.
- Excellent management and public relations skill.
- Presentation skills and ability to speak effectively in front of a group.
- Customer service expertise.
- Research and analytical ability.

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- Sense of collaboration and ability to work in a team environment.
- Time management expertise and ability to work under deadlines.
- Ability to perform and understand basic mathematical calculations.
- Ability to deal with frequent interruptions and competing priorities.
- Exceptional attention to detail.
- High-level of tact, political acumen, discretion, and confidentiality.

WORKING CONDITIONS:

Typical climate-controlled office environment with occasional regional travel to attend meetings, conferences, and seminars. Work activities require visual and mental concentration for intermediate durations of time. Standard office hours, Monday through Friday, with occasional extended hours for meeting attendance. Occasional lifting and carrying of items weighing less than 30 lbs. (i.e., office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

CONTACTS:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues Internal committees
External:	General Public Community Associations	Municipal Government Provincial and Federal Agencies

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Working Conditions:

- General office environment. Working co-operatively with CAO, Department Heads, and co-workers in all Departments as well as the general public.
- Some physical activity including bending/ lifting associated with filing and extended periods of data entry.
- Position requires visual and mental concentration for attendance at meetings as well as preparation of official documents with a high level of accuracy.
- Work outside regular office hours to attend Council and related meetings.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Chief Administrative Officer

Date

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Job Description to be reviewed on annual basis by Employee, Supervisor and CAO

Comments: _____

Employee _____

CAO/CLERK _____

Date Reviewed _____