

DEPUTY CLERK (RECORDS MANAGEMENT CLERK)

Department: Administration
Reports To: Director of Legislative Services/Clerk
Supervises: Not Responsible for Supervision of Staff
Review Date: August 2023

SUMMARY OF POSITION

Under the direction to the Director of Legislative Services/Clerk, the position of Deputy Clerk (Records Management Clerk) will assist the Director in the execution of statutory duties of the Municipal Clerk function, as identified in the Municipal Act, 2001, and other related legislation. The Deputy Clerk will assist the Director in all planning and heritage functions for the municipality.

The Deputy Clerk will provide secondary support in a wide variety of functions including the execution of the statutory duties of Registrar, Election Returning Officer, Licensing Officer, Marriage Commissioner, and other advisory duties in accordance with the Municipal Act, Planning Act, Heritage Act and various other acts and legislation.

This position will be responsible for assisting the Director of Legislative Services/Clerk with the implementation of policies and procedures related to the management of the Corporation's records. This position is responsible for supporting the Records Management program, a corporate-wide electronic document and records management system governing the storage and retention of records and providing assistance to all corporate departments.

FUNCTIONAL RESPONSIBILITIES

- ❖ Acts as Deputy Issuer of Marriage and Lottery Licenses, Deputy Division Registrar, and Commissioner of Oaths to certify documents.
- ❖ Provides assistance and back-up support to the Municipal Clerk and assumes the statutory role of Municipal Clerk in his/her absence.
- ❖ Attends all Council and Board/Committee meetings and performs secretariat services, including preparation of resolutions, agendas, and recording of minutes and the disposition of all resulting actions of Council and Boards/Committees, as required.
- ❖ Assists the Director of Legislative Services/Clerk with facilitating the public process, ensuring fair, open, and accountable practices for open and closed session meetings with transparency and professional integrity.
- ❖ Assists the Director of Legislative Services/Clerk with preparing the Council orientation materials and inauguration.
- ❖ Assists the Director of Legislative Services/Clerk with the discharge of the statutory responsibilities for municipal elections in reports and in accordance with the Municipal

DEPUTY CLERK (RECORDS MANAGEMENT CLERK)

Elections Act, including the update and preparation of the Voters List and election materials, the scheduling of voting places, the training and organization of Elections staff and act as the Deputy Returning Officer.

- ❖ Performs research and analysis related to by-laws and legislation and prepare reports as required.
- ❖ Assists the Director of Legislative Services/Clerk with the maintenance and implementation of the corporate-wide record/information management, electronic document management, archives, imaging, and other related services.
- ❖ Provides support to Council and members of Council, public and external agencies with respect to records management, training, and assistance.
- ❖ Assists with updating and revising the Clerk's department information on corporate website.
- ❖ Assists the Director of Legislative Services/Clerk with the administration of the Maitland Cemetery, coordinating interments, administering sale of interment rights, maintaining records (paper and electronic), and receives payments.
- ❖ Assists the Director of Legislative Services with responding to heritage matters.
- ❖ Assists the Director of Legislative Services with responding to inquiries from and/or liaises with the public, government agencies, legal counsel, elected officials, electoral candidates, etc., on local government and legal matters.
- ❖ Assists the Director of Legislative Services/Clerk in preparing documents relating to all planning matters for the municipality.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Assists with the review and implementation of legislative changes applicable to the municipality; research and writes reports relating to legislative responsibilities, interpretation of legislation, procedural issues, and policy revisions.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ Degree or diploma in Business Administration, Public Administration, Law, Political Science, Public Relations, or related field.
- ❖ Municipal Administration Program from the Association of Municipal Clerks and Treasurers
- ❖ Minimum of five (5) years' experience in mid to senior level administrative role in either the public or private sector.
- ❖ Satisfactory Criminal Records Check (CRC)

KNOWLEDGE AND SKILLS

DEPUTY CLERK (RECORDS MANAGEMENT CLERK)

- ❖ Working knowledge of relevant legislation, regulations and statutes including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Vital Statistics Act, Planning Act and other applicable statutes and regulations.
- ❖ Working knowledge of local government matters.
- ❖ Thorough working knowledge of municipal administration processes and protocol, privacy, records management practices, research resources and practices, customer/public relations principles in a service-excellence environment, and local government functions/services, organization/governance structures and legislative/regulatory framework.
- ❖ Excellent interpersonal skills to interact effectively with all staff, and the public.
- ❖ Knowledge and use of general office equipment including related computer software/hardware.
- ❖ Strong organizational skills to prioritize workload in order to meet established deadlines.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
 - The public, neighbouring municipalities, consultants, contractors, provincial and federal agencies, and non-governmental organizations (NGO) (i.e., local service clubs, etc.)

HEALTH AND SAFETY

- ❖ Ensures that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in an office environment with a moderate degree of public contact. This position requires long periods of sitting, as well as consistent visual and mental



DEPUTY CLERK (RECORDS MANAGEMENT CLERK)

concentration on computer screen(s). Hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday. Frequently required to work overtime may be required to deal with Council or evening meetings, deadlines imposed by legislation, by the CAO, Director Legislative Services/Clerk or Council direction. Work involves exposure to disruptions that must be handled diplomatically and without compromising the Town of Goderich's corporate policies.

NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.