



www.southglengarry.com

Township of South Glengarry
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0
T: (613) 347-1166 | F: (613) 347-3411

Municipal Clerk

(Temporary 1- year Maternity Leave)

The Township of South Glengarry, a historically unique and proud community committed to an innovative future, is seeking a highly motivated and enthusiastic individual for a one-year maternity leave contract. Reporting directly to the General Manager of Corporate Services, the Municipal Clerk will perform the statutory duties of Municipal Clerk as set forth in applicable provincial legislation.

Job Profile

Fulfills Clerk's statutory duties under the *Municipal Act* and any other Act as required, including organizing and maintaining records of Council and official documents of the Corporation; reviewing and signing corporate contracts, agreements and by-laws; recording proceedings of Council/Committee meetings and overseeing the provision of Council secretariat; issues statutory notifications as required under the *Municipal Act* and *Planning Act*; acts as Commissioner of Oaths; authorizes the issuance of lottery and marriage licenses; performs Civil Marriages; oversees the maintenance and reporting of Vital Statistics; and coordinates appointments to local Boards and Committees.

Education and Experience

- Degree or Diploma in Public Administration, Municipal Administration, Business Management and/or experience in a field related to the major job duties.
- Completion of AMCTO Municipal Administration Program (MAP) and or the Certified Municipal Officer (CMO) designation considered an asset.
- Experience at a senior level of management, preferably in a municipal environment.
- Demonstrated working knowledge of relevant legislation, regulations and statutes including but not limited to the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Commissioners for Taking Affidavits Act, Municipal Elections Act and other legislation related to municipal governance
- Manages and oversees the implementation of corporate communication initiatives.
- Familiar with computer applications with respect to electronic records management, elections and property data bases.
- Demonstrated political acumen and ability to negotiate, facilitate and present information to varied audience.



www.southglengarry.com

Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

A full job description can be found on the Township's website: www.southglengarry.com

Interested applicants are invited to submit a covering letter and resume addressing their qualifications and work experiences, marked confidential, **no later than 4:00 p.m. on August 30, 2019** to:

Cyndi DeVries H.R. Advisor, Email: cyndi@southglengarry.com Fax: 613-347-3411

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-347-1166. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of South Glengarry, we will endeavour to make such accommodations.

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Clerk</p>
<p>Group:</p>	<p>Non Union</p>
<p>Supervisor:</p>	<p>Chief Administrative Officer</p>
<p>Department:</p>	<p>Administration</p>
<p>Prepared By:</p>	<p>Human Resources Advisor</p>
<p>Approved:</p>	<p>March 6, 2017</p>
<p>Revised:</p>	
<p><u>Job Function:</u></p> <p>Reporting to the General Manager of Corporate Services, the Clerk position fulfils the statutory requirements of Clerk. Manages effective Council meetings, provides executive and administrative support, responsible for records management and acts as the Corporate Communications Officer. Issuer of Marriage Licenses, Civil Marriage Officiant, Commissioner of Oaths and designated Freedom of Information and Protection of Privacy Coordinator. Responsible for co-ordinating the municipal elections in the position of Returning Officer. Administers the arbitration procedure of Line Fence disputes and claims for damages as the Livestock Valuer.</p>	
<p><u>Skills and Qualifications:</u></p> <ol style="list-style-type: none"> 1. Excellent internal and external customer service skills. Advanced communication skills both oral and written. Ability to establish and maintain proactive relationships with managers, employees, the public and outside agencies with diplomacy, respect 	

Job Description: Clerk

and confidentiality.

2. Demonstrated experience with Records Management Programs including retention schedule management, electronic document and records management systems. Understanding that the security, confidentiality and integrity of all Township records and information is important and be able to respond in a timely and efficient manner to requests and inquiries for information and records in accordance with the Municipality's accountability objectives
3. Degree or Diploma in Public Administration, Municipal Administration, Business Management and/or experience in a field related to the major job duties.
4. Completion of AMCTO Municipal Administration Program (MAP) and or the Certified Municipal Officer (CMO) designation preferred or willing to obtain.
5. Ten (10) years of experience in Municipal Government operations with a minimum of five (5) years as a Clerk or Deputy Clerk.
6. Sound knowledge of municipal government functions, including parliamentary rules and procedures and meeting functions.
7. Experience running a municipal election.
8. Demonstrated working knowledge of relevant legislation, regulations and statutes including but not limited to the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Commissioners for Taking Affidavits Act, Municipal Elections Act and other legislation related to municipal governance.
9. Intermediate skills in word processing and knowledge of Voter's List Management software.
10. As Corporate Communications Officer has experience with the preparation of media releases, newspaper articles, speeches and presentations.

Direction Received/Independent Action:

11. Follows Provincial statutes and regulations pertaining to statutory obligations and reporting requirements of municipal bylaws and resolutions, policies and procedures of the Corporation and federal statutes as applicable.
12. Works independently within regulatory and policy guidelines. Work is directed by the General Manager of Corporate Services with regard to matters outside authority or policy and monitored for attainment of municipal objectives by General Manager of Corporate Services.
13. Reviews and interprets statutes, regulations, municipal bylaws, policies and procedures and contractual agreements. Provides opinions and makes

recommendations with regard to the meaning, intent and applicability of such to others including Mayor/Council, CAO and General Management.

14. Performance is monitored by the General Manager of Corporate Services through regular reporting requirements and through the Township's Performance Management Program.

Supervision/Direction of other Employees:

15. Direct reports include:

- Casual and or term hires e.g. Election Assistant, "Experience" funded program staff

16. Provides procedural and task direction to administration staff on a regular basis and provides procedural direction and advice.

17. Must be competent within the meaning of the Occupational Health and Safety Act and be capable of issuing clearly understandable written and oral instructions.

Working Relationships:

Routine:

18. **General Manager of Corporate Services:**

Direct reporting relationship.

19. **Mayor/Council and members of Local Boards:**

Provides information, assistance, advice and guidance on processes including legislative, policy and procedures.

20. **Legal:**

Seeks legal support and opinions for organizational business processes (ex. By-law and policy development, Council procedure matters etc.)

21. **General Public including residents and ratepayers:**

Responds to requests for information with regard to regulatory bylaws and Council proceedings, documentation and decisions, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requests, Vital Statistics, Civil Marriage Program and clarify that such requests are primarily from a regulatory standpoint requests for

a Commissioner of Oaths on Township forms or affidavits.

22. **Management Team:**

Provides explanations on organization related issues, policies and procedures. Provided policy interpretation, commentary and input into policy development, Council procedures and management processes.

23. **Other Municipalities:**

Exchanges comparative information, procedural direction, policy interpretation and create networking opportunities including federal, provincial and municipal levels.

Non-Routine Contacts:

24. **Agencies and Associations:**

Explains/discusses/exchanges information on various policies, practices and legislation, compliance requirements related to records and information management and/ or Freedom of Information and Protection of Privacy.

25. **Ministry of Municipal Affairs**

Obtains procedural direction, policy interpretation and advice. Provides explanation in response to procedural audit queries, preparation of reports and development of policies.

26. **Contractors/Suppliers:**

Requests and/or provides information.

Duties and Responsibilities:

27. Reviews incoming corporate correspondence addressed to the Clerk, Mayor or Council to identify matters to be referred to Council and/or appropriate staff.

28. Advises citizens and municipal staff concerning proper procedures for bringing matters before Council and schedules delegations as time permits on meeting agendas.

Job Description: Clerk

29. Works closely with the CAO in the preparation of Agendas, Minutes, By-laws and Resolutions for Council meetings.
30. Attends all meetings of Council and/or Committees in person or through a designate. Ensures that meetings, votes, questions and discussions are conducted according to parliamentary procedure. Prepares the necessary Minutes and files same for the public records and provides input and advice into matters under discussion.
31. Researches and prepares draft media releases, newspaper articles, speeches, and presentations as required. Issues approved media releases, fields' requests and queries from local media. Assesses nature of media requests and may provide clarification with regard to decisions and policies passed in Council. Coordinates media interviews and monitors and tracks media coverage ensuring that media content and contact information is current and accessible.
32. Researches and drafts bylaws as necessary to amend and enact municipal legislation including referencing appropriate statutes or previously enacted bylaws. Directs all preparatory steps for passage of by-laws in accordance with regulatory requirements as determined by relevant legislation including notice requirements. By-law development to be completed in conjunction with other relevant management staff as required.
33. Files Municipal records according to the Township Records Management By-laws.
34. Prepares and posts meeting schedules, agendas, other advertisements and legal notices of public hearings and special meetings.
35. Fields queries and complaints with regard to bylaw interpretation and administration.
36. Directs preparation of appropriate documentation with regard to statutory licensing and reporting requirements related to vital statistics and marriages.
37. Directs, leads, trains and oversees the municipal elections process as Returning Officer for municipal and school boards pursuant to the Municipal Elections Act, including developing policies and procedures to govern the election process, provide advice and guidance to candidates regarding the Municipal Elections Act, oversees the recruitment, training and appointment of election officials, certifying and publishing election results and holding the inauguration of the new Council.
38. Administers the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which includes file preparation and correspondence. The coordination and response to Freedom of Information (FOI) requests, manage time and coordination of human and other resources in order to appropriately invoice for time and resources (legal) spent of the FOI request; and the preparation of the annual FOI filing with the Province.

39. Performs other duties as assigned.

Impact of Errors:

40. May cause deterioration in relations affecting an entire employee group, organizational image or community, delays with significant impact on municipal services and potential for minor to major financial cost to organization. For example, failure in the following areas could happen but not very often;

- Errors in analysis, judgement and in rendering advice could lead to actions resulting in embarrassment, unfavourable public reaction, failure to safeguard municipal assets, seriously impair services to the public and residents, litigation and legal costs
- Dealing with the public in a rude and/or unprofessional manner would result in poor customer service
- A lack of co-operation with administrative and operational activities of other departments would result in lost or reduced productivity, confusion and unnecessary delays
- Non compliance to legislation could result in significant fines or penalties

Physical and Sensory Demands:

41. Major continuous demands related to combined muscular and sensory strain for prolonged periods while attending Committee, Council and Public meetings and other meetings as required and while composing documents while seated
42. Muscular and sensory strain combined with sensory exertion is required for moderate periods while working at a personal computer station
43. Work occasionally requires light to moderate effort to lift/carry, store and retrieve binders and minute books from high and low shelves and transporting files and boxes up and down stairs to the various storage areas

Mental Demands:

44. Review of correspondence and preparation of formal documents performed routinely for prolonged periods with regular continuous requirements to complete priority items.
45. Frequent interruptions may occur. Occasional time factors may affect work pace and result in determining priority tasks and duties in meeting deadlines (ex. calls, enquiries and visits can cause frequent interruptions or disruptions in not managed

including exposure to public criticism while providing service to customers).

46. Occasionally required for presentation of staff reports or other public presentations at both small and large public meetings/events/training.

Working Conditions:

Hours of Work:

47. Required to work 7 hour days during normal business hours. Additional hours are required on a regular basis in excess of the regular workday related primarily to afterhours Council, Committee of the Whole and Public meetings.

Overtime:

48. Overtime is compensated as per Township Policy.

Work Environment:

49. Spends at least 95% of the average work year in private office within a single office building. Remaining time spent travelling outside of the work area to attend training sessions and meetings as required.

Hazards:

50. Usual hazards consist of slips, trips and falls or strains and overexertion due to lifting and climbing of stairs. Repetitive motion injuries from keyboard activities are also a hazard. Minor risk of illness or personal injury not usually requiring medical attention but may require first aid for minor cuts.