

MUNICIPALITY OF NORTH MIDDLESEX

Deputy Clerk/Communications Coordinator

DEPARTMENT:	Administration
REPORTS TO:	Clerk
HOURS OF WORK:	35 hours/week
POSITIONS SUPERVISED:	Communications Assistant (Co-op student)

POSITION SUMMARY

DEPUTY CLERK DUTIES – 70%

The Deputy Clerk provides support for the statutory duties of the Clerk, as set out in the *Municipal Act, 2001*, and other related legislation. The Deputy Clerk is responsible for assisting in the day-to-day operations of administration and carrying out responsibilities in functional areas, including: records management, council and committee services, by-law coordination, communications, licensing, vital statistics, and planning.

- Under the guidance of the Clerk, assists the Clerks Division in the areas of administrative support to Council, corporate records, lotteries, licensing, minutes, by-laws, agendas, vital statistics, Freedom of Information and Privacy, accessibility, (by-law compliance, parking enforcement and animal control.)
- Corporate Records:
 - Maintains a high-level understanding of the Corporation's records management system, policies and procedures.
 - Acts as a staff resource and subject matter expert for the LaserFische corporate records database;
 - Assists with the maintenance of retention schedules in accordance with the Ontario Municipal Records Management System (TOMRMS);
 - Assists with the transfer and disposition of corporate records;
 - Provides assistance to the Municipal Clerk when responding to Freedom of Information (FOI) requests in accordance with the *Municipal Freedom of Information and Protection to Privacy Act*;
 - Undertakes ongoing projects related to the upkeep of the corporate records inventory.
- Assists with organizing and carrying out all responsibilities of the Clerk with respect to municipal and school board elections.
- Provides support in the coordination of Council Agendas.
- Under the direction of the Clerk, prepares correspondence, information, presentations, notices, as well as question and answer materials to assist in communication of policy and/or program changes and council decision.
- Attends meetings of Council and prepares draft minutes of meetings, when required.

- Provides advice and interpretation to the public on Council actions, by-law, policies and procedures, when required.
- Researches and collects various sources of information (e.g. legislation, regulations, jurisdictional comparisons of policies and programs, environment scans, surveys) to support policy and program development, and participates in projects as assigned.
- Prepares a range of draft analyses and policy and program reports for use by senior management.
- Drafts by-laws and resolutions, after conducting all necessary research and analysis in consultation with the Clerk and other members of the Senior Management Team as required.
- Acts as the Secretary of committees, as required, and is responsible for the preparation and coordination of agendas and creation of the meeting minutes.
- Planning Services Administration:
 - o Assists the Clerk with the requirements of the *Planning Act* including:
 - Receives and processes payment for planning applications, including Minor Variances, Consents, as well as Zoning By-law and Official Plan Amendments;
 - Responds to basic Verbal zoning inquiries and refers more complex inquiries to the County of Middlesex Planner;
 - Complete zoning certificates/reports as required
 - Assists with the preparing and distributing various Planning Act notices to public, proponents, agencies and Council as required and in accordance with legislative deadlines;
 - Circulates Notices of Passing and Adoption for Zoning By-law and Official Plan Amendment Applications. Maintains and upkeeps a record of application circulation information;
 - Prepares and circulates Committee of Adjustment (Consent and Minor Variance) decisions;
 - Updates planning content on the municipal website, including posting public notices, maintaining information, and liaising between County and Municipal staff regarding postings;
 - Assists in the preparation of submission materials for the Local Planning Appeal Tribunal as required.
- Appointed as the Division Registrar under the *Vital Statistics Act*. Responsible for maintenance of all vital statistics information, including recording of births and deaths and the issuance of burial permits, overseeing the administration of municipal cemetery records (ie: interment rights owner, burial records etc.)
- Executes documents and affidavits as a Commissioner of Oaths.
- Deputy Lottery Licencing Officer: Processing Lottery Licencing applications in accordance with the policies and procedures established by the *Alcohol and Gaming Commission of Ontario*. This will include reviewing applications for eligibility,

issuance of approved applications, follow-up with regard to outstanding reports and maintaining files for all licences.

- Commissioner of Oaths for the swearing of affidavits for both internal and external documents.
- Assists with the processing of Provincial Offences Tickets under Part I and Part II to the Courts.
- Acts in the capacity of Clerk, in the absence of the Clerk.

COMMUNICATIONS COORDINATOR DUTIES- 30%

The Communications Coordinator is responsible for communications associated with corporate initiatives. This position is responsible for maintaining the municipal website and social media accounts.

- Coordinates and writes external communications in terms of monthly newsletters, and message boards.
- Development of news releases, media advisories; establishes, implements and monitors media relations procedures.
- Develops communication strategies, and programs that align with the corporate strategic plan.
- Website:
 - Responsible for the municipal website including but not limited to updating information, redesign of webpages, creation of content and design for all departments.
 - Responsible to ensure all posted documents are in compliance with AODA standards.
 - Responsible for providing timely reports to departments on website activity.
 - Responsible for ensuring the website is up to date, relevant and consistent at all times.
 - Responsible for fillable forms on the website and ensuring they interact correctly with the municipal records management system.
 - Responsible for training of other municipal support positions on updating the website as required.
 - Liaise with senior leadership team quarterly to report on website and suggest quality improvements to be completed.
 - Respond to questions, concerns and information posted by residents.
 - Work with IT staff (via County of Middlesex IT) to ensure the website remains effective as a communication, business and customer service tool
- Social Media
 - Coordinates corporate social media channels by generating and coordinating content, captures social media analytics.
 - Execute all social media posts in a consistent tone to support the corporate brand, amplify marketing messages, provide customer service and engage followers through strategic content.

- Manage and grow day-to-day activities on corporate social media platforms.
- Continue to improve and increase the municipality's digital presence

PREFERRED QUALIFICATIONS

Education:

- Degree or diploma in public administration or related field or equivalent combination of education and experience.
- A.M.C.T.O. or C.M.O. designation an asset
- 3 – 5 years of experience within a municipal Clerk's environment

Knowledge/Skill/Ability

- Ability to ensure integrity, impartiality and professionalism in the conduct of duties
- Broad knowledge of municipal administration, Council, Committee and parliamentary procedures, municipal elections, by-laws and licensing, corporate records/information management, financial budgeting knowledge
- Working knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act and other applicable statutes and regulations as well as Parliamentary Procedures.
- Success in assisting/overseeing municipal elections
- Organizational awareness and interpersonal skills to effectively handle with tact and discretion day to day interactions with Senior Management, Mayor and Members of Council, Members of the Public, other municipalities, external agencies and other levels of government
- Strong interpersonal, communication, planning, time management and organizational skills including presentation skills and demonstrated ability to anticipate needs of elected and appointed officials.
- Advanced computer proficiency, including a thorough knowledge of MS Office applications (Word, Excel, PowerPoint and Outlook), Adobe Creative Suite
- Proficiency in creating presentations, web applications, graphics and publishing software as well as thorough knowledge of social media applications such as Twitter, Facebook and Instagram.
- Work safely in accordance with the Occupational Health and Safety Act and related regulations and ensures compliance with AODA standards
- Ability to attend evening meetings as required

CONDITIONS OF EMPLOYMENT

Physical demand requires significant computer work concentration and sitting in meetings. Normal hours are 35 hours per week, Monday to Friday, but at times may have to work in excess of their normal workweek to attend Council, Committee, Board and other public meetings and events as required. There are many interruptions, and deadlines to be met.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.