

Job Description

Clerk



Position Synopsis and Purpose

The Clerk oversees various service areas within the Clerk's Division consisting of Council and public services, Records Management, AODA Compliance, Municipal law Enforcement, Vital Statistics, MFIPPA, Lottery Licencing and Management of Cemetery Records. The Clerk is a statutory officer appointed by Council to carry out numerous responsibilities pursuant to various Provincial Legislation.



Responsibilities

Principal Duties (90% of Time)

- Member of the Senior Management Team providing input into organizational and operational matters with a strategic issues-management focus
- Responsible to ensure that the primary activities of the Clerk's Division in the areas of administrative support to Council, corporate records, lotteries, licensing, minutes, by-laws, agendas, operating and capital budgets, vital statistics, Freedom of Information and Privacy, accessibility, by-law compliance, parking enforcement and animal control are provided in an efficient and effective manner.
- Chief Returning Officer in accordance with the *Municipal Elections Act*.
- Provides advice and interpretation to the public on Council actions, by-law, policies and procedures.
- Working across organizations and collaborating with external agencies, other levels of government and community stakeholders.
- Works in cooperation and conjunction with the Municipal Law Enforcement service in preparation of legal documentation related to enforcement of the Municipality's Licensing By-laws and related legal prosecution initiatives.
- Responsible for safekeeping of all official records in accordance with the *Municipal Freedom of Information and Protection to Privacy Act*.
- Attend open and closed Council and Committee meetings, acts as parliamentarian, and provide strategic advice with respect to governance best practices to Council.
- Prepares reports and recommendations to Council with respect to various matters and acts as a resource person to Council with regard to various matters including procedures and their responsibilities as elected members.
- As Division Registrar, responsible for the maintenance of all vital statistics information,

including the recording of births and deaths and the issuance of burial permits, in accordance with the *Vital Statistics Act*.

- Acts as the Signing Officer for the Corporation of the Municipality of North Middlesex.
- Oversees charitable organizations lottery revenues and expenses to ensure compliance to Provincial regulations.
- Commissioner of Oaths for the swearing of affidavits for both internal and external documents.
- Ensures by-law compliance with respect to municipal by-law and parking enforcement and animal control services.

Responsible for the maintenance of an effective records management and retention system in accordance with the Municipal Retention By-law and other legislative requirements.

- Responsible for the circulation of planning applications under the *Ontario Planning Act*. This includes co-ordination of applications at Council Meetings, preparing and distributing the Notice of Decision and/or Notice of Appeal records. Responsible for stamping deeds associated with applications for Consents which must ensure all conditions imposed by the Committee of Adjustment are adhered to prior to stamping.

Human Resources (10% of Time)

- Reports to the CAO and works with the Senior Management Team to provide organizational leadership and guidance for the administration of the Municipality and collectively implement the Municipality's vision and strategic direction.
- Plans, organizes, assigns work, provide leadership and supervision of direct reports.
- Oversee general staffing issues including scheduling, assigning, and monitoring work, determining training and development needs, coaching and mentoring, conducting performance appraisals and determining/recommending disciplinary action in accordance with collective agreements, municipal policies and practices.
- Ensure the health and safety and positive work environment for employees.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Education (degree/diploma/certifications)

- Be in possession of a recognized municipal designation (AMCT) or post-secondary education in Public Administration or a similar field of study.
- AMCTO's Municipal Administration Program
- OACA's Primer on Planning considered an asset

Experience

- Five (5) years demonstrated experience at a senior level of management in a municipal environment.
- Involvement in administration as a Returning Officer in municipal elections
- Familiar with computer applications with respect to electronic records management, elections, and property data bases
- Established supervisory skills, communications and interpersonal skills speaking in a public forum, representing the municipality at official functions, and responding to media when necessary.
- Demonstrated ability to resolve significant problems that may be controversial in the public domain and disputes both internally and externally.
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- Working knowledge of Emergency Management functions.

Knowledge/Skill/Ability

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check while showing a clean driver's abstract.



Work Setting

Contacts

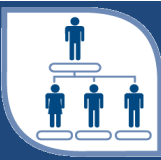
Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Senior Management Team and CAO	Frequent	Collaboration, information sharing, meetings.
Councilors	Regular	Council meetings, committee meetings, Councilor inquiries.
NM department managers/support staff	Regular	Communication, reporting, purchasing, budgeting, council meetings
General Public	Frequent	Answering to the ratepayers; council decisions, providing policy and procedures

Work Conditions

Physical demand requires significant computer work concentration and sitting in meetings. Normal hours of work are 40 hours per week, Monday to Friday. Attends Council, Committee, Board and other public meetings and events as required.

*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.*



Position Classification

Position Title	Clerk
Division	Administration
Department	Clerk
Classification	Non-Union
Branch	N/A
Reports to (Direct)	Chief Administration Officer
Equivalency Code	N/A
Hours per Week	40
Effective Date	January 1, 2024
Revision Date	