



Position Title: Municipal Clerk	
Department: Administration	Reports to: Treasurer / Administrator
Revision Date: July 14, 2022	Reviewed By: Craig Davidson

Position Overview

The Clerk will perform all statutory duties under the Municipal Act and is responsible for the provision of all corporate and administrative services to ensure compliance with policies and statutes. The Clerk may be the direct supervisor to some members of municipal staff, volunteers and committees. The Municipal Clerk reports directly to the Treasurer Administrator.

Essential Job Functions

Performs statutory duties as outlined in the Municipal Act, the Municipal Elections Act and the Vital Statistics Act. Reviews and adheres to all other requirements in provincial and federal legislation and policies.

Ensures the functional and administrative needs of Council and Committees of Council, such as the summoning of and attending at meetings; the preparation and distribution of agendas, minutes, reports and necessary correspondence for Council and Committees.

Prepare or direct the preparation of all by-laws for Council approval and establish and maintain systems for submitting for further agency or governmental approvals, when necessary.

Provides procedural advice to Council and Committees in accordance with the provisions of the Municipality's Procedures By-law.

Acts as Recording Secretary to Council and Committees of Council, as required.

Administers and maintains a master filing system including registry of By-law numbers, Council Reports and Resolutions, and provides for the transfer of records to archives

and recommends retention or destruction of files in accordance with the Records Retention By-law.

Reviews incoming reports and other correspondence; replies to and initiates action and correspondence on all routine matters.

Respond to inquiries from media and the public in relation to matters before Council and communicate decisions of Council to interested parties.

Advises staff of Council procedures and direction.

Acts as Returning Officer for municipal elections, and provides election co-ordination and services on a Municipal-wide basis.

Coordinated requests through The Municipal Freedom of Information and Protection of Privacy Act, as delegated by Council.

Responsible for the Municipality's Vital Statistics (registration of births and deaths, etc.).

Management and general administration of the Municipalities Land use planning documents and application processes.

Management oversight of Municipal Building Department.

Prepares annual operating budget for Council and Clerk's Office for review and approval by the Treasurer /Administrator.

Implements Accessibility for Ontarians with Disabilities Act standards and related legislation.

Organizes various municipal functions in accordance with protocol.

Performs other related duties as required.

Commissioner of oaths.

Employee Health & Safety Responsibilities

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others
- Actively participate in all municipal safety initiatives and trainings
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor.
- Follow all municipal policies and procedures as well as the Occupational Health and Safety Act.

Manager/Supervisor Health & Safety Responsibilities:

- Ensure that every reasonable precaution for the protection of the worker is taken
- Apply/enforce all current safety policies and legislation
- Take corrective actions as necessary to ensure compliance with the rules
- Communicate any changes to workplace safety and work methods to staff
- Provide instructions to employees about safe work procedures
- Provide PPE for workers and require that it be used as appropriate
- Where hazards are identified, ensure corrective action is taken at once
- Report all accidents immediately and investigate fully
- Serve as a role model by always directing and performing work in a safe manner.

Qualifications/Experience Requirements

- Graduation from an accredited college or university with a diploma/degree in public administration, political science, business management of a closely related field.
- Five (5) years of related senior management experience including three (3) years of related experience in a municipal clerk's department as a municipal administrator.
- Successful completion of AMCTO's Municipal Administration Program or enrollment therein.
- AMCT, AMP, AOMC or CMO designation or willingness to obtain.
- Valid class G driver's license;

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of Applicable legislation and related regulations; Municipal affairs as they relate to the operation of the Council Support Section; Best practices within areas of responsibility; and Current emerging issues within the Municipality as they affect the Council support section.
- Skill in preparing and administering municipal budgets; skill in interpreting applicable legislation; skill in operating the listed tools and equipment; and good interpersonal skills.
- Ability to prepare and analyze comprehensive reports; ability to communicate effectively both verbally and in writing with Council, employees and the public; ability to establish and maintain effective working relationships with employees, municipal officials and the public; and ability to prepare operating budgets for the Section.

Selection Guidelines:

- The Municipal Clerk shall be paid for his/her services according to the Employment Policy and Procedure Manual, which may be reviewed from time to time.

- Formal application rating of education and experience; oral interview and reference check; job related tests might be required and he/she must be bondable.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Working Conditions

- Usual public office conditions. Work is subject to hectic peak periods.
- Willingness to work flexible hours during peak event times including some weekends and evenings.
- Usual hours of work are 8:00 a.m. to 4:30 p.m. Monday to Friday.