

TOWN OF SPANISH POSITION DESCRIPTION

1. POSITION TITLE:

Deputy Clerk

2. REPORTING RELATIONSHIP:

Reports to the CAO/Clerk-Treasurer

3. SCOPE OF POSITION/SUMMARY OF DUTIES:

The Deputy Clerk is responsible for providing administrative support to the CAO/Clerk-Treasurer. This position manages functions under the jurisdiction of the Clerk's Department and aspects of the Municipal Act, Planning Act, and Municipal Elections Act and By-Law Enforcement. This position assists the CAO/Clerk-Treasurer in fulfilling the statutory responsibilities of the Clerk, including policy research and implementation, maintaining quality customer service, licensing, records management and cemetery administration. It is important for this individual to be detail-oriented and analytical, to best assist the Municipality in fulfilling its corporate vision.

4. RESPONSIBILITIES:

4.1 Deputy Clerk Role

- 4.1.1. Assists with performing the statutory duties of Municipal Clerk, as set out in the Municipal Act and other related Acts and regulations.
- 4.1.2. Assists with the establishment of departmental goals and objectives within approved budgets. Sets priorities and establishes work plans to achieve goals and operate in an efficient and responsive manner.
- 4.1.3. Accessibility Coordinator, under the supervision of the CAO/Clerk-Treasurer, coordinating the development of policies, practices and procedures to support the Town in implementing and complying with the requirements under the *Accessibility for Ontarians with Disabilities Act*.
- 4.1.2. Drafts by-laws, resolutions and minutes for Council considerations; conducts necessary research and analysis and obtains legal advice when required to provide suitable background information for debate, discussion and decisions by Council.

Prepares Council and Committee agendas, and organizes the preparation of background material, staff reports and other relevant information.

- 4.1.3. Attends Council and Committee meetings as required.
- 4.1.4. Provides oral and written reports and/or correspondence to Council and the public on a variety of Municipal issues.
- 4.1.5. Prepares and maintains a variety of statistical reports and responds to requests for information required by Federal and Provincial Governments and other local government bodies.
- 4.1.6. Creates and prepares other materials, proofreads, verifies and edits all materials for extreme accuracy and clarity.
- 4.1.7. Coordinates the implementation, administration and evaluation of policies that are determined by Council; develops appropriate systems and procedures for supporting the decision-making process.
- 4.1.8. Interprets by-laws, resolutions and policies to interested citizens and ensures that citizens are aware of the content and intent of Council decisions.
- 4.1.9. Performs the duties of an Election Officer assisting the Municipal Clerk to conduct municipal and school board elections and referenda.
- 4.1.10. Acts as issuer of Lottery Licenses, Marriage Licenses; executes documentation/affidavits as a Commissioner of Oaths.
- 4.1.11. Coordinates responses to planning activities as required by Provincial planning legislation and OMB requirements that are required to be performed by the Clerk including the Official Plan, Zoning By-Law, etc. Assists with processing planning applications, notifications and related planning documentation.
- 4.1.12. Reviews building permit applications to verify accuracy and completeness and ensure compliance with Zoning by-laws.
- 4.1.13. Assists the CAO/Clerk-Treasurer with all aspects of administration for the Mount Calvary Cemetery, in accordance with the *Funeral, Burial and Cremation Services Act, 2002*, including sales/transfers of interment rights, interments and memorialization. Prepares contracts and other required documents for cemetery sales and services and maintains files and registers. Assist in coordinating all at needs services, including burials and memorials, with funeral homes and/or families, monument dealers and municipal staff and/or contractors, as appropriate.
- 4.1.14. Advises Council on the Federal-Provincial grants structure, i.e. enabling legislation; discusses with the appropriate Ministry; prepares the necessary documentation to support funding applications.
- 4.1.15. Manages and maintains the municipality web-site.

- 4.1.16. Serves as an active member of the Town's Emergency Management Coordinating Committee.
- 4.1.17. Maintains confidentiality in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 4.1.18. Assists in determining staffing requirements and recruiting and selecting employees for the Clerk's department. Defines positions, and provides employees with orientation and training and development opportunities.
- 4.1.19. Ensures accurate employee information provided to payroll, including hours of work.
- 4.1.20. Provides leadership, direction and ongoing performance management to employees.
- 4.1.21. Works in cooperation with the CAO/Clerk-Treasurer to prepare the operating and capital budgets for the department.
- 4.1.22. Assists the CAO/Clerk-Treasurer with monitoring department budgets to ensure accounts remain within approved budget levels.
- 4.1.23. Purchases items or resources within approved spending authority, in adherence to municipal purchasing policy.
- 4.1.24. Health & Safety – Responsible for promoting, monitoring and enforcing work practices which support the prevention of workplace illness and injury, as well as protection of the environment.

4.2 Other:

- 4.2.1 Complies with policies and procedures of the Town of Spanish
- 4.2.2. Provides information and assistance to the public at the counter and by telephone.
- 4.2.3. Fills in for CAO/Clerk-Treasurer in his/her absence, as required.
- 4.2.4. Performs other related duties as assigned by the CAO/Clerk-Treasurer.