



Deputy Clerk

Full Time

Job Posting: 27-2020

Posted: June 23, 2020

Duties	<ul style="list-style-type: none"> • Reporting to the City Clerk, the Deputy Clerk assists the City Clerk by providing administrative and research support for all Council and Committee secretariat services related to records management, municipal and school board elections, licensing, vital statistics, by-laws, meeting agendas and official minutes. Manages the day-to-day operations of parking and parking enforcement division of the Clerk's office. To perform all statutory duties of the City Clerk (Commissioner of Oaths, Issuer of Licenses and Marriage Officiate, Elections Officer). • Research, interpret and draft by-laws, agreements, reports and documents utilizing information obtained from statutes, policies, other government jurisdictions and public input. • Attend Council/committee and other related meetings, providing advisory, research and secretariat services, present findings, advise on procedural matters and respond to questions on behalf of the City Clerk. • Manage the day-to-day operations of the City's crossing guard, parking and parking enforcement functions, including staff scheduling, performance management, development of parking strategies, review and administer ticketing and collection processes, budget monitoring and training. • Administer corporate record management services for by-laws, agreements and other corporate documents, to ensure access to information is done in accordance with regulations, policies and information privacy requirements. • Act as Licensing Officer and manage the day-to-day functions including issuing Business licences, Lottery licencing and enforcement, reviewing and monitoring financial reports and responding to public inquiries. • Perform role in accordance with duties of supervisors outlined in Section 27 of the Occupational Health and Safety Act (OHSA). • Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Undergraduate University Degree in Public Administration or Business. • Full election-cycle experience. • Minimum 3-5 years related professional experience. • AMCTO Certification. • Software knowledge - CSDC(AMANDA), Ticket Tracer, Group Techna Inc. (Parking ticketing), Data FLX, Microsoft Office, EDMS, Sire. • Comprehensive knowledge of the Municipal Act, Municipal Elections Act, Vital Statistics Act, Marriage Act, Planning Act, Municipal Information and Protection of Privacy Act and Freedom of Information Act. • Eligible for membership in the Association of Municipal Managers, Clerks and Treasures of Ontario. • Excellent written and oral comprehension and expression. • Demonstrated Problem Sensitivity/Resolution/Change Management skills.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.

	<ul style="list-style-type: none"> • Deductive Reasoning or Data Analysis.
Department/Division	Corporate Services/Clerks
Reporting to	City Clerk
Closing Date/Time	Tuesday July 14, 2020 at 4:30pm

To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to hr@stratford.ca. Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.