

TOWNSHIP OF CHAMPLAIN

ADMINISTRATION DEPARTMENT JOB DESCRIPTION



JOB TITLE: DEPUTY CLERK

REPORTS TO: Municipal Clerk

SUBORDINATE POSITIONS: None

Position Summary

Reporting to the Municipal Clerk, the Deputy-Clerk assists in performing the statutory duties of the Municipal Clerk under the *Municipal Act*, the *Municipal Elections Act*, corporate policies, objectives and by-laws, including all applicable Provincial legislation and/or regulations and any other Act. Serves as Clerk in the Clerk's absence.

Responsibilities

1. Administer and manage the Township's Records Management program; a corporate-wide document and records management system governing the creation, storage, retention and retrieval of records.
2. Ensures corporate compliance with legislative requirement; the Ontario Municipal Records Management System (TOMRMS) records classification and retention schedule system for the lifecycle of all paper and electronic records.
3. Provides training related to records and information management, Municipal Freedom of Information and Protection of Privacy and/or other legislative requirements to staff.
4. Develops and updates records management policies and procedures based on best practices, current research and input from staff.
5. Provides guidance, advice, direction and recommendations to staff and members of Council, public and external agencies with respect to records management, by-laws, procedures, policies and legislation.
6. Prepares and maintains an inventory of forms used by the Corporation; review forms and recommends appropriate changes to ensure compliance with legislation.
7. Assists the Clerk with the preparation and maintenance of a document inventory (By-law list, master contracts list, insurance certificates, etc.).
8. Assists the Clerk with the processing of requests under the *Municipal Freedom of Information and Protection of Privacy Act*. Provides advice and guidance to other departments for compliance with this Act.
9. Attends Council and Committee meetings.

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10. Assists the Clerk in providing administrative support to Council and its committees.
11. Assists with the preparation of resolutions, agendas, and minutes and the disposition of all resulting actions of Council as required.
12. Assumes the statutory role of Municipal Clerk in his/her absence.
13. Acts as Deputy Division Registrar (burial permits), Lottery License Officer and Commissioner of Oaths.
14. Assists the Municipal Clerk with the statutory responsibilities for municipal elections in accordance with the *Municipal Elections Act*, including updating and the preparation of the Voters List.
15. Acts as Deputy Returning Officer under the *Municipal Elections Act*.
16. Assists with Council orientation and inauguration.
17. Participates and assists, as required, at meetings of the Emergency Control Group.
18. During an emergency, declared or otherwise, staffing requirements can be critical. The employee will be available to work irregular hours performing normal tasks or others, as assigned.
19. Performs other duties as may be assigned.

Required Education, Experience and Skills

- Post-Secondary Education in Records and Information Management, Public Administration or related discipline, or an equivalent combination of education and experience.
- Completion of the Municipal Administration Program preferred, with willingness to take the Municipal Law Program as offered by AMCTO;
- 3 to 5 years of progressive municipal experience and related records management experience, including management of electronic records, automated and manual retention/lifecycle processes, preferably in a Municipal Clerks environment is required.
- Knowledge of relevant legislation, regulations and statutes including the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, and other applicable statutes and regulations.
- Demonstrated proficiency with electronic applications for agenda management, records management and election management, as well as a complete familiarity working with MS Office.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Political astuteness, tactfulness, with a knowledge of municipal government processes and parliamentary procedure.
- Effective inter-personal, written and oral communication skills.

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- Must be fully bilingual (French/English)
- Strong organizational and time-management skills.
- Ability to work outside regular business hours as required.

Working Conditions

1. Occasional contact with irate members of the public.
2. Definite deadlines and many interruptions.
3. General office working conditions.
4. Position is based on a 37.5 hour