

# Employment Opportunity

## **Deputy Clerk** **Corporate Services** **(Temporary, 3-month term)** **February 16, 2024**

The City of Fernie is inviting applications for the position of **Deputy Clerk, Temporary**, in the Corporate Services Department. Reporting to the Director of Corporate Services, the Deputy Clerk is an exempt, professional level administrative position which involves a wide range of responsibilities carried out under strict deadlines. The Deputy Clerk is responsible for protecting confidential information, exercising courtesy, tact, and diplomacy in the exchange of non-routine information with other elected officials, City employees and the general public. They perform duties that provide support to Council and the department team, including:

### **SCOPE OF RESPONSIBILITIES**

- Assisting in the organization of the statutory duties and administrative tasks as set out in the *Community Charter*.
- Serving as Deputy Information and Privacy Coordinator and administers the BC Freedom of Information and Protection of Privacy Act (FOIPPA), including file preparation, correspondence, and timely response coordination.
- Assist the Corporate Officer to fulfill all statutory, legislative, and regulatory requirements as set out in the applicable legislation.
- Responsible for the process of meeting scheduling, preparation and distribution of agendas and materials for Council and Committees, and public hearings; bylaw preparation; distribution of all supporting material and minutes, decisions, instructions, and resolutions of Council to appropriate parties.
- Perform follow-up activities resulting from Council meetings, including transcribing, and distributing minutes, ensuring that resolutions are in proper format and notarized, tracking committee and commission actions and preparing follow up correspondence and bylaws.
- Assist with official records file maintenance systems, monitoring, archiving and destruction of documents.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental and corporate objectives.
- Coordinate logistical aspects of Council attendance at conferences, seminars, and special events.
- Functions as departmental secretary and performs a variety of clerical work including maintaining records, files and correspondence.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Degree or diploma in business administration or Local Government Service Delivery/Statutory Administration or related field.
- Two years of municipal experience in an administrative role.

- Considerable knowledge of the *Community Charter* and *Local Government Act* as they relate to the position.
- Knowledge of principles and practices of the Corporate Officer's role, including agenda management and preparation, records management, and the legislative process.
- Proficient in Microsoft Office programs (Word, Excel, Outlook, PowerPoint).
- Effective written and oral communications skills with ability to organize, compile, and maintain complex and extensive records, prepare reports, correspondence, procedures, and other written materials.
- Ability to deal with highly sensitive and confidential issues.
- Considerable knowledge of business English and punctuation, competent office procedure skills.
- Strong attention to detail and accuracy in all work.
- Skill in producing neat, accurate and speedy word processing from rough notes.
- Work independently and meet deadlines.
- Strong sense of ethics and ability to handle sensitive and private information.
- Ability to work collaboratively, cooperatively and productively with all outside agencies and organizations including senior government officials.
- Ability to prioritize and manage conflicting demands.

#### **ACKNOWLEDGEMENTS:**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The Deputy Clerk, temporary position is a three-month term position, with a potential to extend, that works Monday to Friday, consistent of seven-hour workdays. It is office work, with occasional overtime or flex time to attend Council meetings, working in a busy office environment that often has deadlines and time constraints.

Salary for this role is considered a Professional/Technical II pay level, earning \$43.18/hour and is exempt.

Detailed applications containing a resume and cover letter can be addressed to Director McConnell and sent to [careers@fernie.ca](mailto:careers@fernie.ca) by **March 1, 2024**.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Director Jeff McConnell  
 c/o Human Resources  
 City of Fernie, 501 – 3<sup>rd</sup> Ave, PO Box 190  
 Fernie, BC, V0B 1M0 or  
 email [careers@fernie.ca](mailto:careers@fernie.ca)

*The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*