



Deputy City Clerk

Full Time (35 hour work week)

Salary: \$62,663 - \$74,820 (2025)

Plus a comprehensive benefit package and OMERS pension plan

The City of Brockville is currently seeking a detail-oriented, knowledgeable, and highly organized individual to join our Clerks Department as Deputy City Clerk. Reporting directly to the City Clerk, the Deputy City Clerk plays a vital role in supporting the legislative and administrative functions of the municipality. This key position assists with Council and Committee operations, records management, licensing, accessibility and legislative compliance. If you are passionate about public service, thrive in a fast-paced environment, and bring a strong understanding of municipal legislation and procedures, we invite you to apply and help shape the future of our community.

Required Qualifications

Education & Training

- Degree or diploma in Public Administration or a related field, or equivalent education and experience.
- Strong knowledge of municipal administration, legislation, and records management.
- Working knowledge of key legislation, including:
 - Municipal Act
 - Municipal Elections Act
 - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Experience:

- Minimum of 3 years of experience in a municipal Clerk's office.
- Experience assisting with or overseeing municipal elections.
- Familiarity with formal records systems (e.g., TOMRMS).

Skills & Abilities:

- Excellent communication, organizational, planning, and time-management skills.
- Proficient in Microsoft Office and agenda/meeting management software (e.g., iCompass).
- Ability to manage multiple priorities and work effectively in a fast-paced environment.
- Strong interpersonal skills to interact professionally with Council, staff, the public, and external stakeholders.
- High attention to detail and accuracy in preparing official documents and reports.
- Professionalism, discretion, and a commitment to confidentiality.

Other Requirements:

- Valid Class G driver's license and access to a reliable vehicle.
- Ability to work evenings for Council/Committee meetings as required.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Deputy City Clerk" on/before 4:00 p.m. on Tuesday, April 22, 2025. Applications may be submitted online at <https://brockville.com/city-services/careers/>
The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



City of Brockville Job Description

Position: Deputy City Clerk
Department: Clerks
Reports To: City Clerk

Purpose and Scope:

Reporting to the City Clerk, the Deputy City Clerk provides support for the statutory duties of the Clerk, as set out in the Municipal Act, and other related legislation. The Deputy Clerk is responsible for assisting in the day-to-day operations of administration and carrying out the responsibilities in functional areas, including records management, Council and Committee services, communications, licensing, privacy and access to information, and vital statistics.

Duties And Responsibilities:

Deputy Clerk

- Under the guidance of the Clerk, assists the Clerks Department in the areas of administrative support to Council and Committees including administrative tasks related to the creation of corporate records such as agendas, minutes, resolutions and by-laws, and associated follow-up.
- Provides advice on municipal legislation, by-laws and regulatory/compliance requirements, rules of procedure for meetings.
- Supports the City Clerk's function as returning officer for the Municipal Elections Process.
- Acts as Deputy Issuer of Marriage Licenses.
- Performs Civil Marriage Ceremonies under the authority of the Marriage Act.
- Acts as a Commissioner for taking affidavits, declarations and the administering of oaths for members of the public, where required under any Act in force in Ontario.
- Assists the City Clerk with property transactions, encroachment agreements, document registration and the maintenance of the municipal land inventory.
- Serves as the alternate for the City Clerk in Emergency Operations Control Group.
- Performs the statutory duties of the City Clerk in their absence.

Records Management

- Under the guidance of the Clerk, oversees corporate records management and file destruction procedures.
- Assists other departments with organizing and monitoring records.
- Ensures proper City-wide records classification, retention, maintenance and access in compliance with Federal and Provincial law and City policies and procedures.
- Provides training and assistance to staff with filing requirements.
- Shelves, boxes and moves documents.

- Conducts records audit to ensure compliance with policies and procedures.
- Analyzes records management problems and develops strategies to meet on-going records management requirements.
- Assists with Municipal Freedom of Information requests.

Accessibility

- Supports the development of the required Multi-Year and Annual Accessibility Plans creation and coordinates its updates and review.
- Provides assistance and monitors initiatives to ensure progress towards commitments within the AODA and associated regulations.
- Researches and disseminates accessibility information with respect to issues, trends and other technical matters related to the removal of barriers for persons with disabilities.
- Provides support to the Accessibility Advisory Committee.
- Maintains an awareness of new and innovative services, policies and barrier-free strategies for persons with disabilities.
- Expands awareness through the development and implementation of training programs for the City Council, staff and volunteers and maintains contact with groups, agencies, services, governments, and institutions.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Education/Specialized Training/Skills:

Essential (Minimum) Qualifications:

- Degree or diploma in public administration or related field or equivalent combination of education and experience.
- Ability to ensure integrity, impartiality and professionalism in the conduct of duties.
- Broad knowledge of municipal administration, Council, Committee and parliamentary procedures, municipal elections, by-laws and licensing, corporate records/information management and privacy.
- Working knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act and other applicable statutes and regulations.
- Success in assisting/overseeing municipal elections.
- Organizational awareness and interpersonal skills to effectively handle with tact and discretion day to day interactions with Senior Management, Members of Council, Members of the Public, other municipalities, external agencies and other levels of government.
- Strong interpersonal, communication, planning, time management and organizational skills including presentation skills and demonstrated ability to anticipate needs of elected and appointed officials.
- Advanced computer proficiency including thorough knowledge of Microsoft Office programs and agenda and meeting management software (ex. iCompass).
- Ability to prepare accurate and detailed reports with a high degree of accuracy

and attention to detail.

- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.
- Demonstrated ability to manage multiple projects and timelines with strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Maintain a high level of respect for confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, developers, external agencies, and the general public.
- Valid Class G driver's license and access to a reliable vehicle for work-related travel.

Asset (Preferred) Qualifications:

- Completion of the Municipal Administration Program or other AMCTO courses or designations would be considered an asset.

Work Experience:

Essential (Minimum) Qualifications:

- A minimum of 3 years of experience within a municipal Clerk's environment.
- Experience with formal filing systems such as TOMRMS.
- Supervision:
 - Provide guidance and training to other staff on subjects pertaining to department responsibilities.

Work Environment:

- Typical office environment.
- Attendance at after hour meetings of Council and/or Committees.
- Multi-tasking under tight deadlines is a regular occurrence in dealing with Council agendas and ensuring members of Council receive their packages on time.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.