

## **Job Description & Competencies**

**Position Title:**

**Municipal Clerk**

**Statement:**

The Clerk will perform all legislated and delegated requirements of the position and shall be responsible for the administration of the Clerk's Service Division, and shall act as a resource person to Council, the Chief Administrative Officer and the Senior Management Team as required.

**Reports To:**

Director, Corporate Services

**Person Reporting to Incumbent:**

Supervisor Clerk's Services/Deputy Clerk;  
Clerk's Assistant, Records Management  
Clerk, contract staff

### RESPONSIBILITIES

- a) Performs the statutory duties of the Municipal Clerk as stipulated in the Municipal Act and other Acts;
- b) Works collaboratively with Council to support its undertakings. Provides corporate governance, legislative and corporate secretariat support to Council by coordinating meeting processes, overseeing agenda preparation, ensuring accurate recording and communication of Council decisions, and exercising delegated authority;
- c) Provides proactive guidance on legislative requirements, procedural best practices, and governance processes to help Council advance its priorities with clarity, transparency, and confidence;
- d) Works collaboratively with the Senior Management Team to develop, update, and review municipal by-laws, including leading the annual by-law review process and ensuring comprehensive organization, maintenance, and accessibility of the Township's by-law and regulatory framework;
- e) Provides strategic oversight of the Municipal Records and Information Management (RIM) program, incorporating emerging AI and other digital tools to manage the lifecycle (retention, storage and destruction) of records (electronic and physical), ensure compliance with legislation, and enable timely and secure

retrieval of information in accordance with the Municipal Act and RIM Guiding Principles;

- f) Serves as the Township's appointed "Head" under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), maintains a positive relationship with the office of the IPC and oversees responses to FOI requests;
- g) Responsible for Municipal Election in accordance with the Municipal Elections Act and acts as the Municipal Returning Officer;
- h) Responsible for the administration of the Township's Corporate Real Estate portfolio and assists other Township departments with their property matters. Specifically, this includes all aspects of municipal land sales and acquisitions; ensures registration of all easements are complete including those obtained through development agreements, supports expropriation activities, manages all encroachment agreements and the completion of title searches;
- i) Responsible for title searches and registering documents of the Corporation as required, such as by-laws, agreements, etc.;
- j) Ensures municipal compliance with the Accessibility for Ontarians with Disabilities Act (AODA) attending Joint Accessibility Advisory Committee meetings, and leading the development and implementation of the Accessibility Plan and related policies and procedures;
- k) Acts as commissioner of Oaths and Affidavits for the benefit of the Corporation and the public;
- l) Acts as Division Registrar as designated by the Vital Statistics Act for the Corporation;
- m) Oversees licences issued and facilitated by Corporate Services staff such as Lottery Licenses, Patio Extensions; Special Occasion Permits etc.;
- n) Prepares and present reports and By-laws to Council and Committees; provides advice; develops and recommends levels of service, policies and procedures;
- o) Acts as a Township liaison with regulatory agencies and represents the Township in Court proceedings as required;
- p) Administers the procedural, reporting and legislative requirements associated with the Livestock, Poultry and Honeybee Protection Act, Line Fences Act, Cemeteries and Drainage Act;
- q) Provides supervision to the Clerk's Services Division in a manner that motivates, guides and directs the team that enables a working environment that promotes staff development and training, goal succession, teamwork and positive relations.

Ensures a high standard of work quality, organizational performance, high quality services and safe workplace;

- r) Responsible for the development and day-to-day management of the Clerk's Division budgets ensuring that revenues and expenditures remain within the approved budget and when required, recommends appropriate corrective action;
- s) Exemplifies service excellence and actively engages in the Township's culture of continuous learning and continuous improvement, actively pursuing opportunities to create efficiencies within a collaborative work environment; Demonstrates and promotes the Township's values of Respect, Integrity, Service Excellence;
- t) Utilizes professional networks to identify opportunities, gather best practice information, analyze new and emerging technologies and keep senior management apprised of opportunities that could benefit the Municipality;
- u) Maintains confidentiality as per the requirements of the MFIPPA and Municipal Policy;
- v) Develop effective communication systems to ensure staff is provided with timely, relevant and accurate information; and
- w) Other duties as may be assigned by the Director, Corporate Services.

## REQUIREMENTS

- a. A degree in Political Science, Public Administration, Law or related discipline combined with a minimum of seven (7) years of related progressive experience in municipal government of which five (5) years' experience supporting Council in a Clerk or Deputy Clerk role;
- b. Shall have successfully completed the Municipal Administration Program and has obtained or is willing to acquire the Certified Municipal Officer (CMO) designation;
- c. Sound knowledge of all Municipal by-laws and related federal and provincial legislation and regulations as they may apply to the municipal corporation;
- d. Good working knowledge of the Municipal Act, Municipal Elections Act, MFIPPA and other legislation, regulations and guidelines related to municipal administration operations and issues;
- e. Possess strong management skills within a unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and excellent interpersonal skills;

- f. Able to work effectively in a political environment and interact courteously and professionally with Council, the public, staff, and stakeholders;
- g. Must be knowledgeable of their responsibilities under the Occupational Health & Safety Act;
- h. Ability to demonstrate integrity, creativity and adaptability in complicated or difficult situations and in managing conflicting demands from stakeholders;
- i. Knowledge of transformational leadership best practices and principles of employee empowerment and continuous improvement;
- j. Must ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills at all times;
- k. Excellent interpersonal, public relations, project time management, analytical, communication, presentation, record keeping, problem-solving and report-writing skills; and
- l. Must possess and maintain a valid Class G Driver's Licence.

## COMPENTENCIES

The following outlines the key competencies required for the Municipal Clerk to be successful in each area of responsibility, annual objectives and development plan.

### **Financial Management**

Takes financial accountability for the department as it relates to the role. Thoroughly evaluates department budgetary allocation and requirement for the budgetary development process. Manages the uses of financial resources efficiently and actively participates in budget analysis and calibration requirements

### **Management Communication**

The ability to convey information clearly and effectively, both verbally and in writing to stakeholders, department, and the community. Ability to prepare concise detailed reports with professionalism, researched and logical for the audience. Actively engage in open feedback, actively listen and respond effectively to achieve a common goal. Uses tact and discretion in dealing with sensitive issues and utilizes good judgement and confidentiality in various communications.

### **Decision Making**

Ability to accurately assess and manage corporate risk, demonstrates good understanding of corporate governance, balances time for problem solving and analysis with consideration of long- or short-term implications with time required for a decision

### **Management of Service Delivery**

Work with SMT to identify KPIs on standards of service delivery related to their function. Ability to identify synergies and collaboration cross functionally, efficiencies and initiatives for continued improvements in services. Skill in anticipating future needs with end user in mind. Manages external conflict effectively.

### **People Management**

Ability to direct and coordinate work effectively, knowledge of team dynamic and capabilities, motivate and empower their direct team, provide coaching and performance feedback, able to address and resolve negative conflict. Manages processes and people to ensure safety and effective working environments.

### **Leading Core Values**

Demonstrates the core values (Respect, Integrity, Service Excellence and Stewardship) of the Township in daily activities, communication and/or decisions. Acts with a high level of professionalism with all internal and external stakeholders as it relates to the role expectations. A strong advocate of the Township.

### **Policy Formulation**

Proactively identify systematic issues internally and externally, apply knowledge of community stakeholders and define a common goal, provide recommendations and advice on policy, and communicate candid and impartial information and expert advice to council

### **Specialized/Technical Credibility**

Demonstrates the specialized knowledge of professional and/or technical field of study, acquires current knowledge of the field and applies new skills in their area of expertise. Ensures compliance with legal and professional standards. Provides fact-based information that is credible and reliable. Shares knowledge in training others, developing and revising policies and practices for compliance, and identifies industry and/or field trends and opportunities for improvement.