



## Clerk - Job Description

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### **Job Information**

Title:	Clerk
Department:	Administration
Immediate Supervisor:	Chief Administrative Officer
Rate of Pay:	Per Staff Salary Grid
Hours of Work:	35 Hours per Week

### **Job Summary**

Reporting to the Chief Administrative Officer, the Clerk is a member of the Senior Management Team with the responsibility for the legislative services of the Corporation. The Clerk advises the Mayor and Council, the Chief Administrative Officer, and the Senior Management Team regarding procedural requirements, and is bound by the obligations set forth by provincial legislation and Town policy.

The Clerk is accountable for the provision of support to the Council and the CAO in a Corporate Secretary role, as determined by the Municipal Act, as well as acting in a Department Head role vis-a-vis the administrative arm of Council.

### **Organizational Status**

The Administration Department provides an essential link to the public, and support to Council, Boards, and Committees by providing research, professional advice, and implementing Council's decisions, and maintaining operations.

### **Essential Duties and Responsibilities**

1. Direct, lead and oversee the municipal elections process pursuant to the Municipal Elections Act, including developing policies and procedures to govern the election process, provide advice and guidance to candidates regarding the Municipal Elections Act, oversee the recruitment and training of elections officials, certifying and publishing election results, and holding the inauguration of new Councillors.
2. Acts as the Returning Officer, and is also responsible for the overall organization of elections, by-elections, plebiscites, and referenda, conducted by or on behalf of the Town.
3. Attends all meetings of Council.
4. Perform the Council secretariat functions, which includes meeting scheduling, and the preparation and distribution of agendas and materials for Council, Committee, and other public meetings.
5. Responsible for the distribution of all supporting material and minutes, decisions, instructions and resolutions of Council to appropriate parties within and external to the Corporation.
6. Oversee the development, control and maintenance of council's agendas, minutes, proceedings, and by-laws.
7. Record and edit the minutes of meetings, then distribute them to appropriate officials and staff members.
8. Issue public notification of all official activities and meetings.



9. Respond to requests for information from the public, other municipalities, and federal and provincial legislative offices.
10. Research information in the municipal archives upon request of public officials and private citizens.
11. Issue marriage licences and lottery licenses.
12. Responsible for orientation programs for candidates for political office.
13. Administer the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which includes file preparation and correspondence; the coordination and response to Freedom of Information (FOI) requests
14. Oversee corporate records management for the Town, archiving of municipal records with retention/disposal according to Town by-laws.
15. Identify and track best practices and trends/advances in the fields of Council Meeting protocols and administration, corporate records management, registrar/vital statistics, and municipal elections for possible application by the Municipality.
16. Manage municipally owned cemeteries, including the day-to-day operations.
17. Acts as Division Registrar.
18. Provide supervision, management, leadership, technical expertise and related communication regarding the Clerk's Department.
19. Assists the Chief Administrative Officer in human resources functions by participating in the development of policies and procedures, contract negotiations and collective agreement interpretation and administration, staffing procedures, position classification, and maintenance of attendance records and leave schedules.
20. Undertake special projects and perform other duties as assigned by the CAO.

### **Requirements**

1. Diploma/degree in Business, Political Science, Public Administration or related discipline.
2. Certified Municipal Officer (CMO) designation or Diploma in Municipal Management (Dipl.M.M.) designation, or willingness to obtain.
3. Full membership with AMCTO.
4. Minimum 5 years of experience in a municipal environment.
5. Thorough knowledge of the Municipal Act, and other relevant legislation.
6. Superior communication skills.
7. Relevant experience in municipal elections.
8. Proficiency in Microsoft 365 Office Suite.

### **Assets**

1. Experience working in a municipal setting.
2. Working knowledge of municipal administration.
3. Experience working in a unionized environment.
4. Experience with iCompass Software.
5. Experience with Vadim-iCity Software.



6. Experience with Stone Orchard Software.

### **Required Skills and Abilities / Work Demands**

1. Ability to remain calm and professional when faced with high stress situations.
2. High level of proficiency with computers, word processing software, and databases with the capacity to learn new programs.
3. High level of organizational skills and the ability to perform duties with little supervision. The position exercises a considerable degree of independence, autonomy, and initiative within the policies and guidelines of the Town, and legislation of the Municipal Act.
4. Excellent interpersonal skills to interact with the management team, co-workers, and members of the public, including an appreciation of the need for confidentiality, tact, and discretion.
5. Proficient oral and written communications skills.
6. Ability to work inside an office environment.
7. Travel outside of the community is occasionally required for the advancement of Municipal business and/or workshops and conferences.

### **Other**

The statements contained in this job description reflect general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned.