



Corporation of the Town of Amherstburg

Job Description

Data

Job Title: Municipal Clerk

Department: Office of the Chief Administrator

Reporting to: Chief Administrative Officer (CAO)

Salary Range: Band 9, Non-Union Salary Grid

Date: July 2022

1. Position Summary

Reporting to the CAO, the Municipal Clerk is responsible for all statutory and legislated duties of the Clerk under Section 228(1) of the Municipal Act as well as other relevant legislation. The position is also responsible for the coordination of Council Services, the coordination of Grants to Community Groups and Organizations, the official records including agendas and minutes of all meetings, by-laws, resolutions and all other materials and documents related to the Municipality. The position acts as the Returning Officer under the *Municipal Elections Act (MEA)*, and delivers municipal elections that maintain the integrity of the electoral process and serves as an authorized signing officer and commissioner of oaths for the Municipality. The position is also responsible for administering a comprehensive insurance and risk management program and supervising the Deputy Clerk and the Administrative Clerk.

Specific Responsibilities

Legislative and Procedural Compliance

- Responsible for ensuring the statutory and legislated duties of the Clerk under section 228(1) of the Municipal Act, 2001 and other relevant legislation are fulfilled and maintained

- Attend all Council meetings assisting the Mayor and Council regarding procedural matters and their responsibilities as members of Council
- Act as the Returning Officer under the *MEA* and deliver municipal elections that maintain the integrity of the electoral process
- Oversee the preparation and distribution of all Council agendas, provide procedural advice, oversee the communication of actions and coordinate and manage Council special events, conferences and budgets
- Respond to inquiries from and/or liaise with the general public, internal departments, other government/agencies, residents, elected officials, electoral candidates, etc. on agenda information requests, providing advice, guidance and direction as required
- Attend Advisory Board, Appeal Board and Committee meetings and provide procedural and legislative advice, act as Statutory Officer, Commissioner of Oaths in the swearing of affidavits/confidential documents
- Provide advice and training related to process and preparation of reports and agenda management software
- Serve as an authorized signing officer and commissioner of oaths for the Municipality
- Develop, implement and maintain departmental policies and procedures Holds delegated authority to make decisions on Municipal Freedom of Information and Protection of Privacy request
- Facilitate complaints to the Integrity Commissioner
- Understand and adhere to the Occupational Health & Safety Act and Town Health and Safety policies and procedures

Budgeting, Risk Management and Oversight

- Develop, implement and manage the annual budgets for the Council Services division
- Manage departmental budgets
- Oversee insurance and risk management activities including mediations, claims administration (3rd party and municipal), liaise with adjustors/insurance companies, etc. In conjunction with other departments and the Town Solicitor, prepare or direct the preparation of all required by-laws for consideration by Council
- Provide overview and assessment of documents and proposed contracts and agreements Coordinate the Integrated Accessibility Standard Regulation under the Accessibility for Ontarians with Disabilities Act and report compliance to Council and provincial government
- Review events for the Public Events Committee, advise on potential liabilities and act as an On-Call Manager for events

Decision Making and Accountability

- Arrive at and execute independent decisions related to the effective and efficient operation of the division considering all legislation, regulations, policies and standard practices and guidelines
- Develop levels of service for Council approval and identify and resolve problems for the Council Services division, as required
- Develop strategies to maximize utilization of equipment and staff and to ensure effective training and development systems are in place
- Prioritize workload, meet deadlines, be detail oriented and accurate
- Demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain strict confidentiality at all times
- Develop, implement and/or interpret policies, bylaws, acts, regulations, etc.
- Other duties as assigned

2. Required Qualifications

Education:

- 3-year University degree in Political Science, Business Administration, or equivalent, required
- Certified Municipal Officer (CMO) or Certified Risk Manager (CRM) designation (AMCTO) or working towards designation, Municipal Administration Program (MAP) certification (AMCTO), considered an asset

Experience:

- Minimum 4-5 years' experience in municipal government within the Clerk's office
- Experience in insurance and risk management, considered an asset

Knowledge:

- Thorough demonstrated knowledge of agenda preparation and parliamentary procedures
- Thorough demonstrated knowledge of related sections of the Municipal Act, and the Accessibility for Ontarians with Disabilities Act/Integrated Accessibility Standards Regulation
- Demonstrated knowledge of insurance and risk management techniques and trends, considered an asset

Skills:

- Ability to interpret by-laws, legislation and policies
- Strong time management skills with the ability to prioritize tasks
- Ability to work well under pressure and meet deadlines

- Organizational skills with a keen sense of accuracy
- Excellent customer service and communication skills
- Ability to maintain the security of confidential information is essential
- Strong communication and interpersonal skills

3. Working Conditions

Work is conducted in an office environment. Hours of work are 37.5 hours per week, Monday through Friday with evening and off-site meetings as required. Occasional lifting of up to 10 kg.