



**Deputy Clerk  
Full Time Permanent  
Job Posting #: 2022-55**

The City of Owen Sound is seeking experienced and qualified applicants for the permanent full-time role of Deputy Clerk. The Deputy Clerk will work with the Clerk to ensure that all functions required by the Statutes of Ontario, or directed by Council are carried out and to act in place and stead of the Clerk in their absence with regard to issues related to this department. The Deputy Clerk will coordinate with the Clerk the functions of Council, and Committees, and will be the administrator for the River District Board of Management. The Deputy Clerk will perform the duties of the Secretary-Treasurer for the Committee of Adjustment and will be responsible for administering all aspects of the operation of the Committee of Adjustment in accordance with the *Planning Act*, *Municipal Act*, and the *Statutory Powers Procedure Act*. The Deputy Clerk will manage the contract for Animal Control. The Deputy Clerk will also assist with Municipal Elections, By-law Enforcement, Records Management, Business Licensing and Civil Marriages.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are located in the City's historic downtown core. Urban convenience is

reconciled with balanced lifestyle in this welcoming, vibrant and growing community. Enjoy visits to galleries, library, theatres, museums, festivals, local shopping and dining right outside the doors of City Hall.

The successful candidate will have a university degree in Public Administration, Legal Services, Government, Political Science, Law, or equivalent education and experience. Completion of AMCTO Municipal Administration Program and Municipal Law Program are considered assets. Professional designation through AMCTO is preferred. Four (4) to six (6) years of progressive, related and demonstrated experience in a municipal government or similar setting are required.

**Additional Skills/Competencies/Requirements:**

- Thorough knowledge of municipal legislation/regulations, government structure and systems including the *Municipal Act*, *Municipal Elections Act*, *Planning Act*, *Statutory Powers Procedure Act*, *Municipal Freedom of Information and Protection of Privacy Act* and related legislation
- Ability to interpret municipal policies and procedures and provincial legislation at a high level
- Demonstrated leadership skills and proficiency in Microsoft Office
- Ability to work independently as well as part of a team, with high accuracy, excellent interpersonal, organizational, public relations, and writing skills with the ability to prioritize in a multi-tasking environment and adhere to time constraints
- Exceptional written and verbal communication skills
- Pleasant, courteous and tactful personality
- Knowledge of TOMRMS and City's agenda management software considered an asset
- Ability to work with confidential/sensitive information while maintaining the highest degree of confidentiality at all times
- Ability to think and act appropriately, with tactfulness and diplomacy, in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government
- A criminal record and vulnerable sector check is required of the successful candidate
- A valid G driver's licence and access to a vehicle is required

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

The annual salary range for this position is \$72,492 - \$88,404 and the City offers a comprehensive employer-paid Extended Health & Dental program and OMERS pension. To explore this opportunity further, we invite applicants to forward their resume and cover letter by Thursday, October 6, 2022 at 4:30pm to:

Human Resources Manager  
City of Owen Sound  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.

**Department:** Corporate Services **Division:** Clerks

**Job Title:** Deputy Clerk

**Union:** Non-Union

**Direct Supervisor:** City Clerk

**Revision Date:** October 2020

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**Position Summary and Scope:**

The Deputy Clerk will work with the Clerk to ensure that all functions required by the Statutes of Ontario, or directed by Council are carried out and to act in place and stead of the Clerk in their absence with regard to issues related to this department. The Deputy Clerk will coordinate with the Clerk the functions of Council, and Committees, and will be the administrator for the River District Board of Management. The Deputy Clerk will perform the duties of the Secretary-Treasurer for the Committee of Adjustment and will be responsible for administering all aspects of the operation of the Committee of Adjustment in accordance with the *Planning Act*, *Municipal Act*, and the *Statutory Powers Procedure Act*. The Deputy Clerk will manage the contract for Animal Control. The Deputy Clerk will also assist with Municipal Elections, By-law Enforcement, Records Management, Business Licensing and Civil Marriages.

**Duties and Accountabilities:**

- Under the supervision and as delegated by the City Clerk, undertake specifically the duties as defined in Section 228 of the *Municipal Act, 2001* as well as all other duties required within the said Act, its regulations and all other Statutes and Regulations and duties required under other Acts.
- Liaise with Members of Council, staff, other municipal and governmental organizations, local businesses and the public providing advice and information on matters of the administration, policy and operations of the Corporation as required.
- Attendance at all Council meetings including the preparation of agendas, reports, minutes, resolutions, by-laws and notices.
- Manage the City's meeting management software and provide support to other departments when required.
- Coordinate the records management of agendas and minutes for Council, the River District Board of Management, and the Committee of Adjustment.
- Prepare correspondence from Council meetings related to resolutions.

- Administrator for the River District Board including attendance at all meetings, the preparation of minutes, agendas, reports, follow-up, notices, website updates and directing inquiries.
- Conduct and administer the election for the Board of Directors of the River District Board of Management in accordance with the *Municipal Act, 2001*.
- Provide administrative support and procedural advice to Committees, make presentations, and provide advice/guidance on rules of procedure for meetings, Provincial Municipal initiatives, etc.
- Administer the yearly Council, Board and Committee calendar.
- Manage the recruitment process and administer the annual appointments to Boards and Committees.
- Perform the duties of the Secretary-Treasurer for the Committee of Adjustment.
- Prepare, coordinate, and distribute all agendas, minutes, resolutions, motions, reports, and decisions of the Committee of Adjustment.
- For Committee of Adjustment, receive, review, and circulate applications, schedule meetings, and notify required individuals and agencies in accordance with the regulations of the *Planning Act*.
- Prepare and circulate Notices of Hearing, Notices of Application, track appeal periods and prepare decisions for minor variance and/or consent applications to ensure legislative compliance.
- Track and respond to all Committee of Adjustment appeals to the Local Planning Appeal Tribunal.
- Assist in the preparation and management of Committee of Adjustment budget in partnership with the Manager of Planning and Heritage, including revenues and expenditures, according to corporate guidelines.
- Ensure that Committee of Adjustment member pay and disbursements are processed in a timely fashion, and that budgets are monitored.
- Review and approve invoices related to Committee of Adjustment and Animal Control.
- Manage the contracts for and oversee the Animal Control functions of the City.
- Responsible for carrying out the statutory duties of the Clerk in the administration of Municipal and School Board Election, by assisting the City Clerk/Returning Officer with all aspects of the Municipal Elections in accordance with the *Municipal Elections Act*.
- Assist in the preparation and coordination of Council orientation and inauguration.
- Respond to elevated inquiries relating to business licensing, records management, lottery licensing, Freedom of Information requests, marriage licences and civil marriages.
- Issue Marriage Licenses and perform Civil marriage ceremonies as required.

- Responsible for managing and updating various Clerks Division web pages on the City's website.
- Commissioner for taking Oaths and Affidavits.
- Statutory signing officer for The Corporation of the City of Owen Sound as a designate of the City Clerk.
- Assist the City Clerk in the preparation of divisional budgets.
- Responsibilities designated in the City's Emergency Plan.
- Act as Clerk in the absence of the City Clerk.
- Other related duties that may be assigned by the City Clerk.

### **Employee Health & Safety Responsibilities:**

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.

### **Educational Requirements:**

University Degree or relevant experience

Completion of AMCTO Municipal Administration Program and Municipal Law Program considered an asset

Professional designation through AMCTO is preferred

### **Details – Specialty, major etc.:**

Public Administration, Legal Services, Government, Political Science, Law, or equivalent education and experience

### **Skills and Competencies at the working level:**

- Thorough knowledge of municipal legislation/regulations, government structure and systems including the *Municipal Act*, *Municipal Elections Act*, *Planning Act*, *Statutory Powers Procedure Act*, *Municipal Freedom of Information and Protection of Privacy Act* and related legislation
- Ability to interpret municipal policies and procedures and provincial legislation at a high level
- Demonstrated leadership skills and proficiency in Microsoft Office
- Ability to work independently as well as part of a team, with high accuracy, excellent interpersonal, organizational, public relations, and writing skills with the ability to prioritize in a multi-tasking environment and adhere to time constraints

- Exceptional written and verbal communication skills
- Pleasant, courteous and tactful personality
- Knowledge of TOMRMS and City's agenda management software considered an asset
- Ability to work with confidential/sensitive information while maintaining the highest degree of confidentiality at all times.
- Ability to think and act appropriately, with tactfulness and diplomacy, in a political and community service environment and to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government.

**Experience at the working level:**

**Previous Work Related Experience (# of years or months):**

4 – 6 years of progressive, related and demonstrated experience in a municipal government or similar setting

**Positional on-the-job training required (# of weeks or months):**

6 months to become familiar with office and council policy and procedures

**Working Relationships:**

The Deputy Clerk will be required to work closely with the City Clerk, City Manager, City Solicitor, Directors and heads of various external government departments and agencies as well as City Council. The incumbent will maintain open lines of communication with Boards, Commissions and staff.

**Independence of Decision Making:**

Has established policies & procedures Yes

Supervisor or lead hand usually available Yes

Problem solves within clear guidance and/or past practice Yes

**Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 5 – 7 hours daily Walking:

Minimal Standing: 15 minute intervals

Sitting: 5 – 7 hours daily

Lifting: Minimal, up to 10kg

Ladder Climbing: Minimal, step stool for record access intermittently Exposure:

Members of the Public

Other: This position is subject to frequent interruption for staff inquiries and public inquiries. There is potential for exposure to unpleasant members of the public who can be verbally abusive.

### **Working Conditions:**

Hours of work: 35 hours per week Shift length:

7 hours per day

Shift Schedule: Monday - Friday Additional

Comments:

This position is expected to attend all Council meetings including closed sessions and special meetings as requested by the City Clerk or Director of Corporate Services.

### **Consequence of Errors:**

Working as a key member of the Clerks department errors could result in misdirection to staff, the public or council with implications for the City reputation, financial or legal consequences. As the Secretary-Treasurer, errors may result in the contravention of legislation which requires work to rectify. Errors will cause embarrassment to the City and can cost residents/developers time and money as there will be delays in other aspects of the development and building permit process.