

Department: Corporate Services **Division:** Clerks

Job Title: Deputy Clerk – Council

Union: Non-Union

Direct Supervisor: City Clerk

Revision Date: October 2019

Position Summary and Scope:

The Deputy Clerk - Council 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 – Council will coordinate with the Clerk the functions of Council, the Downtown Improvement Area Board and Committees. The Deputy Clerk – Council will manage the contracts for Crossing Guards, Parking and Animal Control. The Deputy Clerk - Council will also assist with Municipal Elections, By-law Enforcement, Records Management, Business Licensing and Civil Marriages.

Duties and Accountabilities:

- Demonstrate a genuine care and concern for the role, the staff and the organization.
- 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.
- Attendance at Council meetings including the preparation of agendas, minutes, resolutions, by-laws and notices.
- Coordinate the records management of agendas and minutes.
- Prepare correspondence from Council meetings related to resolutions.
- Preparation of reports to the Downtown Improvement Area Board, Committees and Council as required.
- Administrator for the Downtown Improvement Area Board including attendance at all meetings, the preparation of minutes, agendas, follow-up, notices, website updates and directing inquiries.
- Provide administrative support and procedural advice to Committees from time to time.
- Administer the yearly Council, Board and Committee calendar.
- Attendance at Corporate Services Committee meetings on a regular basis as required.
- Administer the annual appointments to Boards and Committees.

- Attendance at Committee of Adjustment meetings including the preparation of agendas, minutes and notices.
- Manage the contracts for Crossing Guards, Parking and Animal Control.
- Assist with the coordination and execution of Municipal Elections in accordance with the *Municipal Elections Act*.
- Respond to general inquiries relating to business licensing, records management, by-law enforcement, lottery licensing, Freedom of Information requests, marriage licences and civil marriages.
- Deputy Issuer of Marriage Licenses.
- 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
- 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

Details – Specialty, major etc.:

Public Administration, Legal Services or related field

Skills and Competencies at the working level:

- Working knowledge of municipal legislation/regulations including the *Municipal Act*, *Municipal Elections Act*, *Planning Act*, *Municipal Freedom of Information and Protection of Privacy Act* and related legislation
- Thorough knowledge of municipal government structure, systems and relevant issues
- Demonstrated leadership skills
- Proficiency in Microsoft Office
- Must possess good organizational ability with attention to detail and be a team player

- Exceptional written and verbal communication skills
- Pleasant, courteous and tactful personality
- Knowledge of TOMRMS considered an asset
- Knowledge of iCompass applications considered an asset

Experience at the working level:

Previous Work Related Experience (# of years or months):
 3 – 5 years 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 – Council 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 when addressing the public
- 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.