

MUNICIPALITY OF HURON EAST JOB DESCRIPTION

POSITION TITLE:	Clerk	
Department:	Administration	
Reports to (Title)	Chief Administrative Officer	
Job Description last updated on (Date):	August 10, 2021	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Town Hall
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	40 hours / week + meetings
Overtime Status (paid/unpaid/rate/after x# hours)	Unpaid
Benefits:	OMERS? YES / NO Group Benefits? YES / NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION

Reporting to the CAO, the Clerk is responsible to perform all statutory duties of the municipal Clerk. The Clerk provides recording services and policy advice to Council and Committees and is responsible for the preparation of reports, resolutions, by-laws, and minutes. The position involves coordination of municipal licensing, drainage, land use planning, vital statistics, accessibility, records management, by-law and property standards enforcement, communications, and municipal elections.

1. Scope of position

- i. Directs the organization and administration of the Clerk's department ensuring compliance with statutory and regulatory requirements.
- ii. Monitors, evaluates and reports on the effectiveness of policies, procedures and systems and how they meet the strategic and operational plans of the municipality for areas of responsibility.
- iii. Develops, recommends, implements and evaluates policies, procedures and standards for the department.
- iv. Ensures review of all new and amended legislation that may affect the Clerk's area of responsibility and prepares and presents recommendations to Council related to the impact of new or changed legislation, policies and regulations.
- v. Makes recommendations regarding tenders and contracts for the Clerk's department.
- vi. Conducts performance reviews of employees in the department.
- vii. Researches and recommends cost sharing arrangements, subsidies and grants.
- viii. Liaises with representatives of government agencies and ministries, other municipal departments, boards, committees, municipalities, community organizations and members of the public to communicate information and resolve problems.

2.	Key Responsibilities
	<ul style="list-style-type: none"> i. Fulfills and discharges all statutory obligations of the Clerk, including that found in Provincial legislation and associated regulations, and serves as procedural advisor on issues of governance. ii. Attends all meetings of Council. iii. Attends meetings of other Committees of Council as required. iv. Ensures the preparation and circulation of agendas for Council and Committees including staff reports, draft resolutions and by-laws. v. Prepares reports, minutes, resolutions and by-laws, and correspondence arising from Council and Committee proceedings. vi. Communicates decisions of council to appropriate parties subsequent to meetings. vii. Oversees the municipal record keeping system for all records and including Council minutes, by-laws, agreements, deeds and other important documents, as well as oversees development and maintenance of property file system. viii. Processes all applications under the Planning Act and maintains appropriate record keeping system for such applications. ix. Conducts municipal and school board elections and acts as Returning Officer for the municipality x. Acts as Division Registrar. xi. All responsibilities under the AODA xii. Administers the Line Fences Act xiii. Acts as Secretary Treasurer for the Committee of Adjustment xiv. Acts as a marriage, lottery and business license officer for the municipality. xv. Oversees administration of the Municipal Freedom of Information and Protection of Privacy Act. xvi. Designated a Freedom of Information Officer. xvii. Responsible for corporate communications and social media accounts under the direction of the CAO xviii. Attends conferences, seminars and meetings, reads and reviews documents and information to keep abreast of current legislation for the department. xix. Acts as one of the signing authorities for the municipality. xx. Prepares a variety of reports, letters, and memos for CAO, Council and committees. xxi. Responsible for municipal drain administration, meetings, tribunal, liaise with engineers, drainage superintendent, Council and contractors. xxii. Responsible for various contracts xxiii. Participates in recruitment of department staff. xxiv. Orients, trains, supervises and reviews performance of employees under direct supervision xxv. Schedules staff and assigns work for administration staff in conjunction with CAO and ensures that deadlines are met. xxvi. Responds to inquiries from the public, provides information, deals with complaints and resolves problems. xxvii. Adheres to requirements of Occupational Health and Safety legislation and regulations. xxviii. Attends and participates in staff and management meetings. xxix. Performs other tasks as assigned by the CAO.

SECTION A: SKILLS

1.	Knowledge	
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)	
	<ul style="list-style-type: none"> • Post-secondary diploma or degree in public administration, political science or related field 	
b)	Formal Training (designation(s) or certification(s)) required:	
	<ul style="list-style-type: none"> • Post secondary diploma or degree in related field • AMCTO (MAP) program courses required. • Willingness to obtain Certified Municipal Officer (CMO) or Accredited Municipal Professional (AMP) designation 	
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.	
	<ul style="list-style-type: none"> • At least three years experience in a Clerk’s department with management level responsibilities. • Experience working with job related software (Word, Excel, and information management software). • Thorough knowledge of the Municipal Act and other related statutes. • Experience with the implementation of a municipal election 	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands	
	Time Management	Teamwork
	Leadership and Supervision	Confidentiality
	Computer knowledge/skills	Communication skills
	Preparation of agendas and minutes	Conflict resolution/negotiation
	Knowledge of statutes: municipal by-laws and Provincial regulations	Strong initiative and willingness to learn and take on new tasks and responsibilities
	Public relations: Public, Staff, Council	Records Management
	Customer Service Skills	Work independently and with others.
	Planning	Bylaw and Property Standards Enforcement

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Decisions are of a complex nature. This position is not empowered to act without CAO or Council approval with respect to major/complex issues. • This position spends a lot of time investigating alternatives, conducting research (i.e. statutory responsibilities) before making a decision. • The Clerk is required to work autonomously and make decisions within guidelines. Decisions made by this position often represent the department.

3.	Communication – written, verbal and interpersonal
	a. Excellent interpersonal and communication skills are essential
a)	Internal contacts (council, managers, non management staff)
	Council, Managers, and staff
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	General public, suppliers, government, professionals, ministry contacts, and boards.
	Nature of the communication:
	Communicates at very high level: main focus is with staff, council and all outside agencies. Large volume of information which must be detailed, deal with complex confidential information
	Communication of highly complex information, negotiation, and communicating with difficult people and situations are regular occurrences.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	Concentration required at times, some complexity to work, analysis and problem solving. High level of confidentiality at all times.
2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	Manual dexterity for using computer keyboard, high volume of work at times.

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services. • Frequent contact with the public. • Gives input to development and evaluation of programs/services. • Responsible for department functions (land use planning, animal control, by-law enforcement (as applicable) and municipal drains).

2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
<ul style="list-style-type: none"> • Supervises or coordinates the work of the Executive Assistant, By-law Enforcement/Property Standards Officer • Gives input for the department including HR policies, procedures and personnel files. 	

3.	Material & information resources – equipment, property, data records and software, confidentiality
<ul style="list-style-type: none"> • Responsible for storage and maintenance of material or information for the Clerk’s department including special projects. • Responsible for maintenance of meeting minutes (information of a complex nature). • Gives input into purchasing decisions. • Responsible for purchasing in the department (follows procurement policy and approves invoices). • Uses small equipment safely • Provides input for policies and procedures relating to material and information resources. 	

4.	Financial Resources – budgets, treasury, accounting and confidentiality
<ul style="list-style-type: none"> • Work may be of confidential nature. • Has input into the department budget. • Consults with other Department Managers and CAO. 	

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
<p>Works in a pleasant physical environment. Minimal exposure to hazards. Minimal risk of injury.</p>	
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
<p>Many interruptions. Some contact with the Public. Frequent deadlines, must prioritize</p>	

SECTION E: APPROVAL

Employee Approval I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	