



# Township of Frontenac Islands

## Job Description

**Position Title:** Deputy Clerk

**Department:** Clerk's Office

**Reports To:** CAO/Clerk

### **Position Overview:**

The Deputy Clerk plays a vital role in supporting the CAO/Clerk in the administration of municipal governance, records management, and legislative services. This position assists with the management of Council meetings, public records, elections, and compliance with various laws and regulations. The Deputy Clerk ensures the efficient and effective operation of the Clerk's Office while providing administrative support to elected officials and municipal staff.

### **Key Responsibilities:**

- Prepares agendas, attends Council meetings, records proceedings, prepares Minutes, provides administrative support to Council.
- Responds to enquiries from the public, staff and members of Council related to Council, road closing applications, freedom of information requests, unopened road allowance closure process and lottery licensing.
- Assists with the management of information and documentation to support the legislative process from the preparation of drafting of routine reports and by-laws, provides advice to Staff regarding proper report format, and arranging and providing guidance to delegations appearing before Council.
- Uses an electronic management system, prepares, coordinates and distributes Council agendas; provides supporting documentation; and prepares resolutions for Council. Assists Clerk with Council follow up items.
- Assists with the further development of the Township's records management program.
- Maintains and monitors a list of Council action items (i.e. correspondence, reports, agreements etc.) and regularly interfaces with Staff to ensure completion.

- Participates in the development of relevant documentation/information related to the mandate of the Clerk's Department for inclusion on the Township's website.
- Manages obligations related to the Vital Statistics Act as Deputy Division Registrar.
- Assists in performing the statutory duties of the Municipal Clerk, including Commissioner of Oaths, and Deputy Returning Officer.
- Prepares by-laws and minutes of Council for execution.
- Participates in policy development including research and preparation of reports, processes and by-laws related to mandate of Clerk's Department
- Serves as Assistant Deputy Returning Officer for municipal elections.
- Assists the Clerk with access requests received under the Municipal Freedom of Information and Protection of Privacy Act.
- Assists Clerk with the By-law Enforcement Program as required, including administrative and investigative support.
- Oversees the issuance of lottery licenses and manages the development and maintenance of the Municipal License Program as required.
- Provides support and guidance to all staff, Council members and the public.
- Fulfills the duties of the Clerk in their absence.
- Performs other duties as may be assigned.

### **Qualifications and Skills:**

- Diploma in Public Administration or related discipline.
- Diploma in Municipal Administration (MAP) through AMCTO or greater or ability to obtain.
- Municipal Clerk's Institute – Level I and II or ability to obtain.
- 3+ years administrative experience, preferably in a Municipal Environment.
- Experience with records management and retention.
- Experience working on municipal elections with a Clerks Office considered an asset.
- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act.
- Knowledge of municipal government processes and parliamentary procedures.
- Excellent interpersonal skills to build trust and cooperation, ability to deal with conflicting views with tact and diplomacy, and conflict resolutions skills.
- Strong verbal and written communication skills, with the ability to be professional and accurate.

- Proficient in a variety of applications including Microsoft Office, web and cloud-based software.
- Knowledge of iCompass, and TOMRMS, an asset.