



Municipality of West Elgin

Job Description

Title: Clerk

Department: Administration

General Supervisor: Chief Administrative Officer

Positions Supervised: 1.5

Records & Administrative Assistant

Part Time By-law Enforcement Contract

Position Summary

The Municipal Clerk is a key member of the Municipality's Senior Management Team, responsible for fulfilling the statutory requirements of Clerk, in accordance with the Municipal Act and related responsibilities including, but not limited to, the operation of Council/committee administration, records management and policy creation. The Clerk must perform the responsibilities of the position in accordance with all applicable legislative and regulatory standards, as set out in provincial and municipal regulations, policies and by-laws.

Principal Responsibilities

- Fulfills and discharges all statutory duties/obligations of the Clerk, including that found in Provincial legislation and associated regulations
- Oversees the Council/Committee secretariat function, cemetery, licensing, freedom of information, records management, accessibility requirements, communications, and municipal elections ensuring that all legislative, regulatory and reporting requirements are met.
- Prepares reports, recommendations, by-laws and attends Council and public meetings as required.
- Provides advice and guidance on by-laws and regulatory/compliance requirements, rules of procedure for meetings, municipal election processes, provincial municipal initiatives.
- Liaises with Members of Council, staff, other municipal and governmental organizations and public, providing advice and information on matters of the administration, policy and operations of the Corporation as required.
- Researches municipal practices and policies, provincial policies and regulations, management practices. Prepares reports for Council review on matters pertaining to the responsibilities of the Municipality as required.
- Acts as Returning Officer for municipal elections and responsible for creating and implementing any policies and procedures that are necessary to conduct an election in the manner that reflects the principles of the *Municipal Elections Act*, including, but not limited to *preparing election, submitting necessary legislated reports, appointing returning officers and maintaining peace and order.*

- Direct and is responsible for the adherence to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and as a Freedom of Information Officer coordinates, reviews and responds to requests for information received under the legislation.
- Oversees the organization and maintenance of the corporate records management function; tracks, records and maintains by-laws, minutes and records of the Municipality.
- Responsible for coordinating the provision of all information to Council and the preparation of all minutes, agendas and correspondence for Council meetings.
- Prepares applicable correspondence related to decisions of Council.
- Works closely with the senior management team to develop, administer and ensure uniformity in the creation and implementation of all municipal wide policies and procedures.
- Reviews existing and proposed municipal by-laws for compliance with the Municipal Act and other applicable legislation.
- Emergency Management Operations Center Manager duties. Basic Emergency Management (BEM) Course would be an asset.
- Manages the municipal cemeteries function.
- Develops and implements policies associated with the Clerk's responsibilities.
- Secretary-Treasurer for Committee of Adjustment.
- Secretary for the Tri-County Water Board
- Acts as Accessibility Coordinator for the Municipality.
- Division Registrar for all deaths and still births occurring in the municipality and directs the issuing of burial permits and other related documents as required.
- Issuer of Marriage Licenses, Marriage Officiant, Lottery Licensing Officer, and Commissioner of Oaths; and performs other duties as required by provincial statutes.
- Administers the Wildlife Damage Compensation program and processes fence viewer requests under the Fence Viewer Act.
- Forwards/compiles information, as necessary, to the Integrity Commissioner, concerning requests for Closed Meeting Investigations and contraventions to Council Code of Conduct and Municipal Conflict of Interest Act.
- In conjunction with the Chief Administrative Officer and the Municipal Solicitor, prepares or directs the preparation of required by-laws for submission to Council for approval.
- Ensures that all by-laws requiring approvals from other agencies or levels of government are presented to the appropriate party for approval.
- Acts as a resource person to Council by advising members of meeting procedures and the responsibilities of elected members.
- Maintains Boards and Committees by advertising membership, establishing terms of References, providing administrative support, etc.

- Performs related and other duties as assigned by the CAO.

Working Conditions

- Tight deadlines for completion of reports and submissions
- Work interruptions to handle enquiries
- Regular dealing with and balancing a variety of demands from Council, staff and the public
- Occasional contact with unpleasant or irate people

Minimum Qualifications

University Degree or College Diploma in Public or Business Administration, or related discipline; or an equivalent combination of education and experience.

Successful completion of Association of Municipal Managers, Clerks & Treasurers of Ontario (AMCTO) Municipal Administration Program (MAP).

Completion of Certified Municipal Officer (CMO) designation (AMCTO) is an asset.

3-5 years of senior level experience from a municipal government, preferably within a Clerk's Department.

Experience with Parliamentary Meeting Protocol.

Experience with the Ontario Municipal Records Management System (TOMRMS).

General knowledge of the various legislative requirements.

General knowledge of human resources policies and protocols.

Excellent oral and written communication skills.

Up to date knowledge of windows-based computer applications, including, but not limited to, Microsoft Office, electronic records management software (e.g. Laserfiche), employee training software and meeting management software.

Tact and discretion required. Ability to communicate effectively and to maintain harmonious working relationship with others.