

## MUNICIPALITY OF BAYHAM JOB DESCRIPTION

<b>Position Title:</b>	Clerk
<b>Department:</b>	General Government
<b>Reports To:</b>	CAO
<b>Supervises:</b>	DIRECTLY: Legislative and Communications Clerk Physical Services and Administration Clerk
<b>Position Status:</b>	Full time
<b>Location:</b>	Municipal Office, 56169 Heritage Line, Straffordville ON
<b>Pay Method:</b>	Salary (hourly rate per pay band x 1950 hours)
<b>Eligible for Group Benefits &amp; OMERS:</b>	Yes
<b>Normal Work Week:</b>	37.5 Hours per work week
<b>On Call Required:</b>	Yes

### POSITION SUMMARY

The Clerk is responsible for legislative services operations and functions of legislative and overseeing front-line administrative staff, including overseeing the operations of the Council/Committee support functions and corporate records management, acting as the Returning Officer for the municipal election and acting as the delegated lead for decisions regarding Freedom of Information requests under the *Municipal Freedom of Information and Protection of Privacy Act*. The Clerk is responsible for fulfilling the statutory duties of a Clerk as prescribed in the *Municipal Act, 2001* and other provincial legislation, including interpretation and administration of legislative requirements as well as providing input on procedural issues. The Clerk is also responsible for the daily administration of the Legislative Services division including the coordination of front-line staff, administration of municipal policies and programs, corporate communications, issuing lottery and municipal licences, by-law preparation and report writing, and corporate record keeping.

### DUTIES and RESPONSIBILITIES

#### ***Operations***

1. Responsible for all legislated duties of the Clerk in accordance with the Municipal Act and other legislation, including but not limited to:
  - a. Municipal election administration
  - b. Acting as Head under MFIPPA
  - c. Coordinating municipal drainage files under the Drainage Act
  - d. Leading the municipal records management system
  - e. Issuing lottery licences
  - f. Issuing municipal licences

2. Act as the Returning Officer for municipal elections, including but not limited to: establishing polling stations, recruiting and training, authorization of required forms and supplies, conducting candidate nominations and registration processes, ensuring the security and integrity of the voting procedure, ensuring election accessibility, reviewing compliance with financial and procedural reporting requirements, ensuring maintenance and posting of voters lists, and coordinating and supervising recounts as required.
3. Coordinates and prepares Agendas and Minutes for Council and all municipal committees of Council.
4. Ensures legislative requirements are in place to carry out the business of the municipality and ensures that accurate written records are kept.
5. Ensure appropriate records management systems, structures and resources are in place through the utilization of Laserfiche.
6. Support and promote transparency, open communication and information inside and outside the organization with ratepayers, partners, stakeholders, etc.
7. Responsible for the day-to-day management and delivery of corporate communications, including website administration.
8. Responsible for researching, preparing, and drafting municipal by-laws.
9. Assists with the coordination of the municipality's information technology (IT) portfolio and infrastructure to all staff, Council, and facilities through the IT services agreement.
10. Responsible for administration of the Municipality's Municipal Assistance, Tree, and Bench programs.
11. Responsible for oversight of the Municipality's museum, including hiring and oversight of seasonal summer students, and preparation of related grant applications.
12. Acts as the staff resource to the Museum Advisory Committee.
13. Provides input to CAO and Treasurer on applicable capital and operating budget matters.
14. Drafts and presents reports to Council and Committees, as required.
15. Assists the CAO with special projects.

### ***Information Resources***

16. Performs statutory duties including, but not limited to, conduct of municipal elections, recording Council minutes, keeping of by-laws and records, destruction of records, administration of Freedom of Information and Protection of Privacy, licensing and other such responsibilities as set out in the Municipal Act or other statute.
17. Advise Mayor and Council on the proper conduct of meetings in accordance with the Procedural By-law, Municipal Act, parliamentary procedures, and other By-laws of the Municipality.

### ***Human Resources***

18. Leads the recruitment and performance evaluation of direct reports in accordance with Municipal policy. Recommends to the CAO any advancement or disciplinary matters related to direct reports.

### ***Health & Safety***

19. All supervisors are responsible for promoting, monitoring and enforcing work practices which support the prevention of workplace illness and injury, as well as protection of the environment. Supervisor responsibilities for Health, Safety and Environment include:
- Ensure that equipment, materials and protective devices are functioning in a safe manner.
  - Ensure that employees are working in accordance with divisional health and safety procedures.
  - Applies progressive discipline as appropriate for health, safety and/or environmental violations.
  - Advise employees of the existence of any potential or actual health and safety risks
  - Provide appropriate instruction for safe work.
  - Take every precaution reasonable in the circumstances for the protection of employees.
  - Conduct periodic inspections and audits in accordance with legislative and/or corporate requirements.
  - Conduct accident/incident investigations, prepare necessary reports and communicate to line management, health and safety personnel and health and safety committee.
  - Ensure that all employees, including temporary workers and contractors, adhere to safety requirements including the use of personal protective equipment.
  - Ensure that training is provided to all departmental employees as per established training matrix.
  - Support activities and initiatives outlined by the Joint Health and Safety Committee.

### ***Conduct & Inclusiveness***

20. All employees are expected to conduct themselves in a civil, respectful, courteous and professional manner with all co-workers and ratepayers including:
- Accept and treat equally all employees of different backgrounds including origin, age, race, ethnicity, gender and sexual orientation.
  - Maintain the highest ethical standards.
  - Contribute to the efforts of the team and offer assistance as needed, whether or not such assistance falls within the normal duties of job.
  - Cooperate freely.
  - Make every effort to maintain smooth operations of the municipality.
  - Be honest, trustworthy, reliable and dependable in fulfilling all duties.
  - Take direction from and work cooperatively with management.

### ***Other***

21. Performs additional duties and responsibilities as assigned by the CAO and/or as may be required by law.

## **EDUCATION, SKILLS and EXPERIENCE**

Knowledge and skills in municipal administration normally acquired through a four-year University degree in public administration, law, political science, or other related discipline. A Master's degree or MPA is an asset.

Minimum 5 years' experience in a municipal role, with at least 3 years' experience in a senior management position. Election and Laserfiche experience are assets.

Successful achievement and maintenance of the following designations and certificates, or willingness to work towards: Certified Municipal Officer (CMO), Accredited Ontario Municipal Clerk (AOMC) designation.

Valid and satisfactory "G" driver's licence.

Thorough working knowledge of Provincial Legislation that governs the operations of municipalities such as the Municipal Act, Planning Act, Elections Act, etc. Well-developed skills in long term planning, goal setting and establishing priorities.

Thorough working knowledge of the statutory duties of a municipal clerk; municipal functions and responsibilities; Council secretariat functions; Council and Committee procedure; corporate records and information management; and election requirements and processes.

Excellent organizational, leadership and management skills, including the ability to work effectively as a member and to lead a team.

The ability to meet deadlines, to function well under pressure, and to respond to frequently changing demands and priorities.

Strong interpersonal, communication skills and public relations skills. Ability to deal effectively with external contacts and with the public as the Municipality's principal representative.

Availability for evening and/or weekend meetings or responsibilities is required.

## **CORE COMPETENCIES**

### **All Employees:**

- Teamwork & cooperation
- Work ethic
- Initiative & action
- Manage time
- Client service orientation

### **Specific to Management Employees:**

- Empower
- Mentor
- Manage performance, talent & succession
- Build & sustain relationships
- Integrity
- Excellence & accountability
- Make decisions using professional judgement
- Organize
- Plan
- Innovate

### **Specific to Clerk:**

- Motivate, Encourage & Inspire
- Negotiate
- Resolve conflict
- Work under stress
- Persuade, demonstrate self-confidence & positive attitude
- Solves problems
- Think critically – think independently
- Strategic perspective & thinking

## **PHYSICAL DEMANDS and WORKING CONDITIONS**

Work is performed in a standard office setting and requires extensive computer work concentration

and sitting. Work requires a high level of accuracy and attention to detail, while experiencing frequent interruptions. Frequently attends meetings at other locations.

Incumbent is required to deal with complaints from the public on a daily basis and on occasion must deal with people who are very irate.

Work is subject to frequent demands and shifting priorities.

May be required to work overtime and unusual hours to respond to emergency situations in a timely manner. May be required to attend evening and/or weekend meetings and other events as required.

### CONTACTS

Internal: Council (daily)  
CAO (daily)  
Department Heads (daily)  
Direct reports (daily)

External: Members of the public (daily)  
Other municipalities (weekly)  
Government agencies (weekly)  
Professional services (monthly)

Public Relations: Communication with members of the public (i.e.: general inquiries, public meetings, educational sessions, monitoring communications, etc.).

### REVIEW/APPROVAL

<b>Current Incumbent(s):</b>		<b>Date:</b>
<b>CAO:</b>		<b>Date:</b>
<b>Mayor:</b>		<b>Date:</b>