

# MUNICIPALITY OF SOUTHWEST MIDDLESEX

## POSITION PROFILE



Position Title: Deputy Clerk

Report to Title: Clerk

Revised: April 2024

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|--------------------------|-------------------------------------|
| <b>Pay Range:</b>        | <b>Band 9</b>                       |
| <b>Position Status:</b>  | <b>Full-time employee</b>           |
| <b>Salary:</b>           | <b>\$70,335 - \$82,282 (2024)</b>   |
| <b>Normal Work Week:</b> | <b>35 hours</b>                     |
| <b>Overtime paid</b>     | <b>Yes</b>                          |
| <b>Location:</b>         | <b>153 McKellar Street, Glencoe</b> |

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### A – POSITION DESCRIPTION

#### 1. Scope of Position:

The Deputy Clerk provides support for the statutory duties of the Clerk, as set out in the *Municipal Act, 2001*, and other related legislation. The Deputy Clerk is responsible for assisting the day-to-day operations of administration and carrying out responsibilities in functional areas, including: records management, council and committee services, by-law coordination, communications, licensing, vital statistics, planning, drainage and administration of by-law enforcement. The Deputy Clerk acts as Deputy division registrar.

The Deputy Clerk reports to the Clerk, and in their absence acts in the capacity of the Clerk.

#### 2. Key Responsibilities

- a) Under the guidance of the Clerk, assists with the discharge of the statutory and legislative responsibilities as authorized by Council and set out in Provincial legislation, including, but not limited to, the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, *Accessibility for Ontarians with Disabilities Act*, *Drainage Act*, *Planning Act*, *Cemeteries Act*, *Line Fences Act* and *Vital Statistics Act*.
- b) Researches and collects various sources of information (e.g. legislation, regulations, jurisdictional comparisons of policies and programs, environment scans, surveys) to support policy and program development, and participates in projects as assigned.
- c) Prepares under the direction of the Clerk: reports, minutes, resolutions, by-laws, agendas, etc.

- d) Provides support with administration of corporate records, including the continued development and implementation of corporate wide document management systems. Assists in the development, maintenance and training of records management policies and procedure manuals and corporate policy manuals.
- e) Prepares draft correspondence in response to public inquiries regarding legislation, regulations, policies and proposed policies and initiatives.
- f) Prepares correspondence, information, presentations, notices, as well as question and answer materials to assist in communication of policy and/or program changes and council decisions, in addition to developing a range of on-line information services to support communication.
- g) Implements the Municipality's communication activities including maintaining website, print media, social media websites and other relevant communication platforms in a timely manner to provide up to date information to the public.
- h) Recording Secretary for Council, Committees and local boards, as assigned.
- i) Fulfills the duties of the Clerk at Council and Committee meetings as required or in the absence of the Clerk.
- j) Assists Clerk in elections as a Deputy Returning Officer.
- k) Executes documents and affidavits as a Commissioner of Oaths.
- l) Assists the Clerk with the requirements of the *Planning Act* including processing planning applications and appeals and responding to inquiries.
- m) Assist the Clerk with requirements of the *Drainage Act* including responsibility for notices, scheduling of meetings, by-law preparation, file maintenance and processing appeals.
- n) Appointed as a Deputy Division Registrar under the *Vital Statistics Act* (marriage licences, burial permits, death registrations).
- o) Appointed as a Lottery Licensing Officer under the *Gaming Control Act* for all lottery licensing services, including assessment, determining eligibility, issuing licenses, preparation of legislation reporting compliance.
- p) Acts as Scribe for the Emergency Communications Group.
- q) Acts in the capacity of the Clerk, in the absence of the Clerk.
- r) To perform other duties as may be assigned by Clerk and CAO.

### 3. Key Relationships

#### **Internal**

*Council members:* interaction as arranged with Clerk

*Clerk:* daily interaction

*CAO:* daily interaction

*Other Department Heads:* as required interaction re inter-department activities

*Administrative Assistants:* daily interaction

*Other Department Office Staff:* frequent interaction

#### **External**

*Public:* daily interaction related to various inquiries

*Media & Social Media:* as appropriate & as directed by Clerk and/or CAO

*Other Levels of Government:* as appropriate

Interpersonal and communication skills are required to perform this position competently.

### 4. Decision Making Authority

This position assists the Clerk in a variety of areas related to local government administration. The Deputy Clerk oversees much of the external communication, including community newsletters, social media postings, and the municipal website.

There is some authority for independent decision making. If a decision is required outside their authority, they will consult the CAO or Clerk. This position is involved in the development of policy or procedures.

Judgement is required to make decisions about prioritizing tasks to ensure important deadlines are met, and about internal and external communications. The Deputy Clerk may be the first point of contact with the public, including matters requiring Clerk discretion, and if required escalate to the Clerk. They must use judgement to ensure the person is handled promptly and professionally.

The Deputy Clerk makes some decisions on their own within the framework of the Municipality's policies and procedures as determined by the by-laws of the Municipality and the direction of Council. Some decisions require the approval of the Clerk, the CAO and/or the Council.

### 5. Problem Solving Responsibility

The Deputy Clerk operates within a well-defined legal framework. Problems usually do not require significant research to solve but may require analysis. The Deputy Clerk may from time to time be assigned significant research projects. Data may be collected from various sources.

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## B – POSITION SPECIFICATIONS

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. To perform in the position of Deputy Clerk, an individual must

possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under “3. Other Skills”. This will involve taking seminars, courses and reading current publications.

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

### 1. **Formal Education and Training**

*Minimum degree required:* College diploma in public administration or related program with administrative, organizational and computer training skill or equivalent experience. Public administration and/or parliamentary procedures are considered an asset.

*Certifications:* Completed, or working towards, a designation from AMCTO.

### 2. **Work Experience Required**

### **Minimum Years**

Progressive experience in general municipal administrative procedures, including records management, and working knowledge related to various pieces of municipal legislation

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### 3. **Other Key Skills**

- Strong interpersonal skills
- Strong written and oral communication skills.
- Knowledge of, and demonstrated ability within, core competencies including customer service, team work, initiative, accountability, flexibility and adaptability.
- Computer literate with knowledge of MS Office software applications and adaptability to program specific software.
- Ability to work with personal information and maintain strict confidence.
- Political acumen, diplomacy, tactfulness.
- Knowledge of municipal government responsibilities, services and fees.
- Excellent analytical skills showing good judgement and sound problem solving.
- Demonstrated organizational skills to meet strict and time sensitive deadlines.

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## **C – POSITION CHARACTERISTICS**

### 1. **Impact & Accountabilities**

The Deputy Clerk is responsible to the Clerk for assisting in local government administration related to many prescribed functions to ensure legislative compliance. A person performing this position competently can improve organizational functions, such as record and document management, and other internal systems, as well as improve the local image through external communication.

## **2. Supervisory Responsibility**

The Deputy Clerk does not supervise the work of others;  
May occasionally provide informal training or instruction to others;  
May coordinate tasks with co-workers or assign tasks to less senior staff.

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## **D – WORKING CONDITIONS**

### **1. Physical Effort and Environment**

At certain times the Deputy Clerk may have to work in excess of their normal workweek. Work is typically performed in a standard office setting and requires extensive computer work and concentration. Occasionally required to attend meetings at other locations.

### **2. Mental Effort**

The mental strain resulting from the work of the Deputy Clerk is constant. There are many interruptions. Tight deadlines must be met. Problems to be addressed are complex and varied.

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