



TOWNSHIP OF TEHKUMMAH JOB DESCRIPTION

POSITION: Clerk – Administrator
DEPARTMENT: Administration
LOCATION: Municipal Office
REPORTS TO: Township Council

PURPOSE

Reporting to Township Council, the Clerk Administrator executes the statutory and advisory duties of the Clerk and Chief Administrative Officer as provided for in Provincial Legislation as well as performs a wide variety of administrative functions.

RESPONSIBILITIES

Administrator

- Exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;
- Performing such other duties as are assigned by the Township Council.
- Coordinates the hiring process in consultation with Council.

Clerk

- Fulfills statutory requirements under the *Municipal Act* and any other Acts or Regulations pertaining to municipalities.
- Responsible for adherence to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and as Township Head shall coordinate, review and respond to requests for information received under the legislation.
- Fulfills duties of the Returning Officer for municipal elections and is responsible for all aspects of conducting the municipal election every four years.
- As Lottery Licensing Officer, administers the rules and regulations as set forth by the *Criminal Code of Canada, Order in Council, Gaming Control Act* and the Alcohol and Gaming Commission of Ontario.
- Responsible for communication of statutory authority, requirements and guidelines to Council to ensure Council's actions and municipal undertakings are in compliance therewith.
- Responsible for implementation of directives, policies, instructions and decisions approved by Council as recorded at any regular Council meeting or special meeting thereof, in a prompt, efficient, thorough and orderly manner as assigned directed or delegated by Council.
- Meets with municipal staff for discussion of matters of policy approval by Council or in administrative matters in the implementation of said policy and for coordination and consistency of implementation throughout the Township operations, responsible for ensuring this information is conveyed to the appropriate Township personnel.
- Reviews, responds to, and reports on communication addressed to the Township requiring Council attention to the next meeting of Committee/Council, and follows up on communications after the meetings.
- Attends all Council Meetings and appointed Committees and performs all duties required by Statute or By-Law of Council.
- Provides advice and/or background information to Council, the CAO, Department Heads, staff and the public as required.
- As a designated officer of the Corporation, the Municipal Clerk signs by-laws and minutes.
- Undertakes research and preparatory work for special projects as required by Council and prepares such proposals, makes such submissions and files such applications as required.
- Researches issues, sources background information for meetings, prepares and distributes Council Agendas, prepares supporting resolutions and working by-laws, prepares and distributes

Council Meeting Minutes and prepares any necessary correspondence arising from the Council Meetings.

- Prepares and maintains the By-Law Book and Minute Book.
- Directs the operation of the Township website.
- Responds to telephone inquiries, requests for information and provides general correspondence in this regard.
- Reviews communication and information addressed to the Township and refers such items as required to Council or the appropriate Supervisor for action, or actions the item him/herself.
- Applies and carries out all policies adopted by Council as applicable, may make suggestions for and have input into policies in the Municipal Clerk's area of responsibility or other areas as required and drafts and reviews policies under his/her areas of responsibility as required.
- Participates in professional development and training activities in order to keep current with changes in provincial and municipal fields.
- Acts as Commissioner of Oaths and Affidavits.
- Certifies documents.
- Promotes teamwork and provides leadership within the office and throughout the Corporation.
- Works in compliance with the provisions of the *Occupational Health and Safety Act* to maintain a safe working environment.
- Works in cooperation and directs the Treasurer, Roads Superintendent, and provides direction to the Health and Safety Coordinator, the Chief Building Officer and other appointed officials of the Township.

HOURS OF WORK

- Normal hours of work are 8:30 a.m. – 4:30 p.m., Monday through Friday. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

WORKING CONDITIONS

- Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer. Site inspections may be required for various planning applications.

EDUCATION

- A related post-secondary education or community college diploma in Public Administration, Local Government, Planning or related discipline, or a related mix of education and experience.
- Municipal Administration courses.
- A.M.C.T., CMM or CMO designation is preferred.

KNOWLEDGE AND SKILL

- Minimum of two years in a municipal management or intern position.
- Significant demonstrated management experience and understanding of local government, municipal administration and land use planning.
- Working knowledge of the *Municipal Act, Planning Act, Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act* and other legislation related to municipal governance.
- Excellent interpersonal, project/time management, organizational, analytical, communication and presentation skills.
- Strong computer skills.

IMPACT OR ERROR

- Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Corporation.