



Job Description Corporation of the County of Essex

Job Title: Deputy Clerk

Department: Council and Community Services

Summary of Function

Reporting to the Director of Council and Community Services/Clerk, the Deputy Clerk provides support with the performance of 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 with the day-to-day operations of the Clerk's Department and carrying out responsibilities in the following functional areas: records management, council and committee services, by-law coordination, freedom of information requests and accessibility.

Task	Description	Frequency
1	Maintains thorough knowledge of the Council Services processes and high-level understanding of the Corporation's records management system, policies and procedures	Ongoing
2	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, Accessibility for Ontarians with Disabilities Act and Planning Act	Ongoing
3	Researches and collects various sources of information (e.g., legislation, regulations, policies and programs in other jurisdictions, environmental scans, surveys) to support policy and program development, and participates in the department's policy/program projects as assigned	Ongoing
4	Drafts by-laws and resolutions, after conducting all necessary research and analysis in consultation with the Clerk and members of the senior administrative team, when required	Ongoing

Task	Description	Frequency
5	Provides support with administering all records management functions including the management and administration of corporate records, development and implementation of corporate wide content management systems; development, creation and maintenance of records management policies and procedure manuals and corporate policy manuals	Ongoing
6	Prepares draft correspondence regarding legislation, regulations, policies and proposed policies and initiatives	Ongoing
7	Provides support in the coordination of Council Agendas and review of meeting minutes	Ongoing
8	Provides administrative support to the department in the absence of the Council Services Administrative Assistant	Ongoing
9	Attends regular, special and public meetings of Council	Ongoing
10	Assists with organizing and carrying out all responsibilities of the Clerk at the upper tier with respect to Municipal Elections, i.e. Warden's Banquet, Inaugural Meeting, Orientation	Ongoing
11	Assists with the development, evaluation and preparation of the annual departmental budget and related financial reporting including monitoring of revenues and expenditures	Ongoing
12	Executes documents and affidavits as a Commissioner of Oaths	Ongoing
13	Contributes to the legal / statutory processes related to the disposition and acquisition of property, execution of contracts, managing Acts in the capacity of the Clerk, in the absence of the Clerk	Ongoing
14	Research, develop and implement policies, procedures and training as they relate to accessibility legislation	Ongoing
15	Provide accessibility expertise and legislative guidance to planning, communications and policy development activities	Ongoing

Task	Description	Frequency
16	Monitor Corporate compliance with legislation regarding accessibility	Ongoing
17	Coordinate and prepare mandatory accessibility compliance reports	Ongoing
18	Coordinate, develop and implement appropriate accessibility training programs, including developing all necessary training and educational materials for staff and Council	Ongoing
19	Identify accessibility issues, needs, resources and opportunities for integrated planning across the Corporation	Ongoing
20	Provide leadership, support and expertise in accessibility-related issues to staff	Ongoing
21	Supervision of the Council Services Administrative Assistant	Ongoing
22	Assists the Clerk in the development of operating budgets for the department and monitors expenditures	Ongoing

Qualifications

- A post-secondary diploma, along with 3 years progressive experience in municipal government, preferably in the Clerk's Department and/or municipal supervisory experience;
- Completed, or working towards completion of a professional designation related to public administration and/or records management such as: Accredited Municipal Professional (AMP), Certified Municipal Officer (CMO) or Accredited Ontario Municipal Clerk (AOMC);
- Political astuteness, tactfulness and diplomacy;
- Thorough knowledge of municipal government processes and parliamentary procedures;
- Comprehensive knowledge of general office procedures, including record and information management systems;
- Knowledge of related legislation such as Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Elections Act, Accessibility for Ontarians with Disabilities Act, and Planning Act; and demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions;

- Knowledge of and demonstrated ability in corporate core competencies including citizen service, communication, team work, initiative/self-management, accountability, flexibility and adaptability;
- Excellent analytical skills showing good judgement, sound problem solving, and conflict resolution abilities;
- Demonstrated organizational skills to meet strict and time sensitive deadlines;
- Ability to work with personal information and maintain strict confidentiality;
- Ability to work outside regular business hours as required;
- Valid Ontario Class “G” driver’s license and reliable vehicle for use on corporate business;
- Technologically savvy; proficient in MS office, Adobe Creative Suite, content management systems, as well as adaptability to new technology and strong computer knowledge;
- Accessible document remediation knowledge considered an asset;
- Ability to work independently and in teams;
- Excellent time-management and organizational skills;
- Outstanding verbal and written communication skills;
- Experience in research, setting priorities and managing various concurrent projects;
- Work as a team player with all County of Essex departments, staff, County Council, and the community while always maintaining and promoting a positive and professional work environment.

Organizational Relationships

1. Chief Administrative Officer
2. Director of Council and Community Services/Clerk
3. Deputy Clerk

Working Conditions

- Primary work location is the Essex County Civic Centre, a standard office environment.
- Position is full-time, non-union

Date Approved:

Supervisor’s Signature:
