



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

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Township of McKellar Job Description Deputy Clerk/Planning Assistant

Prepared:	June 27, 2022
Department:	Administration
Reports to:	Clerk/Administrator
Supervises:	Directly: none
Wage Range:	\$65,000 - \$90,000

Position Summary:

To provide general administration and planning assistance for the Township of McKellar in conjunction with and under the direction from the Clerk/Administrator. This position will interact with members of the public, consultants and fellow managers on Municipal and Planning related matters and to council with recommendations in the best interest of the Corporation of the Township of McKellar.

Duties and Responsibilities:

1. Perform administrative support to the Department, which includes, coordination day to day administrative/clerical functions; conducting research; preparing reports; creation of presentations; drafting and reviewing contract and agreements, policies and procedures, notices and related correspondence, scheduling appointments/meetings/workshops and meeting rooms and amenities, as required; maintain confidentiality and confidential files.
2. Coordinate the legislative process and Council secretariat functions, ensuring compliance with the Municipal Act and the Procedure By-law; Schedule meetings in consultation with the Clerk/Administrator and Mayor; prepare, distribute and post all agendas, minutes and other material for meetings to the Township website; act as Recording secretary for Committees of Council as assigned; prepare and distribute post-meeting correspondence.
3. In partnership with the Clerk, coordinate, administer and plan municipal elections including preparing and managing voters list, drafting of procedures and forms, liaising with staff and candidates, providing information to electors, and ensuring fairness, transparency and integrity of the election process.
4. Responsible for issuing and administering the Township licensing process, including business, lottery, special event and other licenses as required.
5. Responsible for cemetery administration, including sale and transfer of plots, liaising with cemetery caretakers, reporting to the Bereavement Authority of Ontario.
6. Ensuring all Township documents are compliant with accessibility standards per the Accessibility for Ontarians with Disabilities Act (AODA).
7. Execute the statutory duties of the Clerk in the absence of the Clerk, as required.
8. Performing Commissioner of Oath declarations, per the Commissioner for taking Affidavits Act.
9. Provides a high standard of customer service while responding to inquiries and resolving complaints from the public, staff and Council.
10. Process request pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

11. Assist with developing new procedures and solutions to promote efficiency and effectiveness.
12. Oversees the daily activities of the Vital Statistics registration, and assumes the role of Deputy Registrar for Vital Statistics.
13. Coordinate the development and implementation of communications policies, procedures and training.
14. Prepare written materials including press releases and media statements as required.
15. Provide guidance to ensure coordination and communication of messages/news to internal and external audiences.
16. Assist departments on communication best practices to ensure that all are consistent, accessible, timely, transparent and effective.
17. Oversees and manages the Official Plan and scheduled amendments along with The Comprehensive Zoning by-law and any zoning by-law amendments.
18. Administers public notice procedures and planning applications including zoning by-law plan amendments in cooperation with the township planning consultant, as per provincial legislation and Planning Act requirements.
19. Provides planning expertise and best practices to Council, Applicants and Residents in accordance with Planning Act and Township of McKellar plans.
20. Propose, monitor and maintain the Planning department, while supporting the Treasurer and any planning related expenditures.
21. Represents the Township from a planning perspective on any planning related matters in appeal board hearings, disclosure and/or any other legal proceedings in consultation with the Township Solicitor.

Material and Information Resources

1. Assist with implementation and maintenance of the records management programs.
2. Responsible to ensure appropriate indexing and storage of all Council and Committee Records including by-laws, resolutions and minutes.

Health and Safety

Personally comply with all health and safety practices as it relates to the work, standard operating procedures and guidelines and the Occupational Health and Safety Act.

Education, Skills and Experience

Education/Training/Certifications/Licenses

- Diploma or Degree in Public Administration, Business Administration, Political Science, related field or Equivalent is preferred.
- Completion of or working on the Municipal Administration Program
- Have obtained or willingness to obtain the Certified Municipal Officer or other municipal clerk designations.
- Have obtained or willingness to obtain an Ontario Municipal Planning course (Ontario Primer on Planning). Willingness to further their education in this field.

Experience

Minimum two years' experience working in a similar capacity in a municipal setting.
 Planning experience and planning education preferred

Skills and Abilities

- Excellent customer service, multitasking and organizational skills
- Advanced communication skills (interpersonal, verbal and written) and organization, including problem-solving, customer service and project and time management.
- Strong attention to detail with the ability to consistently edit and review work.
- Strong computer skills; knowledge of Microsoft Windows and Applications, website maintenance.
- Working knowledge of the Municipal Act, Municipal Elections Act, and Accessibility for Ontario and Disabilities Act, and any other related regulations/acts/statutes/legislations.
- Demonstrated tact and discretion in handling matters of a confidential or politically sensitive nature, while maintaining confidentiality and privacy.

Demands and Working Conditions

Work is performed in a standard office setting and requires extensive computer work, concentration and sitting. This requires extensive concentration and frequent keyboarding. Frequent exposure to public criticism and phone/counter interruptions.

Work is subject to frequent demands, deadlines and shifting priorities. Available to attend evening and/or weekend meetings and other events as required.