



CORPORATION OF THE TOWNSHIP OF MCKELLAR

JOB DESCRIPTION- Deputy Clerk

Prepared:	September 2024
Department:	Administration
Reports to:	Clerk/Administrator
Supervises:	Directly: Market Manager
Wage Range	\$60,000 to \$90,000 based on experience

POSITION SUMMARY

The Deputy Clerk is responsible for assisting the Clerk/Administrator in performing the statutory duties as identified in the *Municipal Act*, *Municipal Elections Act* and other statutes/regulations/acts/legislation as required. The Deputy Clerk is also responsible for providing administrative and meeting support to Council, Committees of Council and Local Boards.

DUTIES and RESPONSIBILITIES

Administration

- a) 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 contracts 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.
- b) Coordinate the legislative process and Council secretariat functions, ensuring compliance with the Municipal Act and 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.
- c) In partnership with the Clerk/Administrator, 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.
- d) Ensuring all Township documents are compliant with accessibility standards per the Accessibility for Ontarians with Disabilities Act (AODA).
- e) Assists the Clerk/Administrator in the election process every four years as assistant Returning and/or Assistant Revising Officer.
- f) Execute the statutory duties of the Clerk in the absence of the Clerk, as required.
- g) Performing Commissioner of Oath declarations, per the Commissioners for taking Affidavits Act.
- h) Provides a high standard of customer service while responding to inquiries and resolving complaints from the public, staff and Council.
- i) Process requests pursuant to the Municipal Freedom of Information and Protection of Privacy Act.
- j) Assist with developing new procedures and solutions to promote efficiency and effectiveness.
- k) Coordinate the development and implementation of communications policies, procedures and training.
- l) Prepare written materials including press releases and media statements as required.
- m) Provide guidance to ensure coordination and communication of messages/news to internal and external audiences.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

- n) Assist departments on communication best practices to ensure that all are consistent, accessible, timely, transparent and effective.
- o) Undertakes special projects as assigned.

Material and Information Resources

- a) Assist with implementation and maintenance of the records management programs.
- b) 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 & Safety Act.

Other

- a) Comply with all policies and procedures set out by the Township of McKellar.
- b) Perform all other duties and responsibilities as assigned.

The below job functions are not required, but would be considered an asset.

Financial Resources

- a) Receives payments and ensures deposit to appropriate General Ledger account.
- b) Performs accounts payable and accounts receivable functions.
- c) Assists Treasurer in ensuring the formulation and administration of the annual operating and capital budget for the Corporation including asset inventory.
- d) Assists Treasurer in issuing tax bills and arrears notices to maintain the Township's cash flow.
- e) Assists Treasurer with grant research and applications.
- f) Verifying and balancing daily cash audits.
- g) Preparing daily bank deposits.
- h) Maintaining all bills and invoices to be paid and submitting them weekly to the Treasurer as a warrant for approval for payment and maintaining necessary files on bills, invoices, statements, and correspondence.
- i) Preparing checks in payment of Town bills as approved by Treasurer.
- j) Assist the Treasurer with payroll based on the report of hours worked as submitted and approved by the department heads.
- k) Assist the Treasurer on posting payroll.
- l) Assist the Treasurer with reconciling and balancing bank balances.
- m) Assisting in collecting and issuing receipts for registrations, taxes, and fees and providing other services at the counter as needed.
- n) Attending any training sessions, workshops, or seminars deemed appropriate.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Website Management

- a) Planning, implementing, managing, monitoring and upgrading the Township's website; and social media pages.
- b) Responding to and troubleshooting all website issues.
- c) Conducting content audits to eliminate redundant and/or duplicate information.
- d) Creating appropriate website content.
- e) Ensuring website quality and efficiency by conducting regular test plans.
- f) Collaborating with all staff and management to ensure the website aligns with department standards.
- g) Liaise with the Township's IT contractor.
- h) Run/facilitate the Zoom meet platform for Council meetings when required.

DEMANDS AND WORKING CONDITIONS:

Work is performed in a standard office setting and requires extensive computer work, concentration and sitting. This requires extensive visual 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.