



## Township of Frontenac Islands

### Job Description

**Title:** Clerk

**Reports To:** CAO

#### **Position Objective:**

Oversee, direct and lead the effective provision of public and legislative services within the Clerk's Office and clerical services to the Township's Council and its Committees. Provide leadership and oversee the activities and processes related to Municipal elections, records management and reception. Complete administrative duties as assigned from time to time.

#### **Responsibilities:**

Direct, lead and ensure the effective provision of public and legislative services within the Clerk's Office including, but not limited to:

- Acting as a Statutory Officer and Commissioner of Oaths for the Township of Frontenac Islands as assigned by the *Municipal Act*, other Provincial Statutes, and the Township Council.
- Acting as Division Registrar of Vital Statistics and overseeing the management and service delivery of vital statistics functions in accordance with the *Vital Statistics Act*.
- Providing advise, guidance and direction throughout the Corporation and to Council on the *Municipal Act*.

Lead and ensure the effective provision of clerical services to Council and its Committees including, but not limited to:

- Providing procedural, administrative and research services and advise to Council and its committees.
- Overseeing the preparation of agendas, preparing minutes and drafting by-laws.

- Attending Council meetings to provide advice and guidance on procedural by-laws and to record resolutions of Council.
- Reporting decision of Council both internally and externally.
- Liaising with the public, media and staff within the Corporation on behalf of Council.
- Managing all correspondence to Council including drafting and preparing responses.
- Overseeing and reporting to Council all appointments to Boards and Committees.

Lead and oversee the municipal elections process pursuant to the *Municipal Elections Act*, including but not limited to:

- Developing policies and procedures to govern the elections process and ensure that processes are in compliance with the *Municipal Elections Act*.
- Provide advise and guidance to candidates regarding the requirements of the *Municipal Elections Act*.
- Serving as the media/public liaison related to municipal election enquiries and issues.
- Oversee the recruitment and training of election officials as needed.
- Overseeing the establishment of voter locations and dates as required, the complication and finalization of the voters' list, the return of candidate financial statements, public notification and nomination/certification processes and processes related to recounts and the tabulating of ballots.
- Certifying and publishing election results and identifying the need for and overseeing recounts.
- Holding of the inauguration of new members of Council.

Oversee and provide leadership in the maintenance and safe keeping of all official records and documents for the Township including, but not limited to, minutes, by-laws, property assessment rolls, agreements and deeds in accordance with the statutory responsibilities of the Township Clerk:

- Developing records management policies and procedures governing the collection, use, retention and disposition of all corporate records.
- Ensuring the effective communication and implementation of records management policies and procedures.

Oversee and coordinate public information access processes in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPA) and *Personal Information Protection and Electronics Documents Act* (PIPEDA), including but not limited to;

- Developing access and privacy policies, standards and procedures related to the use or disclosure of personal information.
- Reviewing and monitoring existing practices to ensure compliance with the privacy requirements of the Acts.
- Receiving and responding to public access information requests in accordance with *MFIPPA*, *PIPEDA*, preparing formal written decisions on behalf of the Township and responding to appeals.
- Investigating and addressing privacy complaints received from both internal and external parties.
- Providing advise and guidance throughout the Township on the interpretation and application of *MFIPPA* and *PIPEDA*.

Coordinate the receipt and processing of all claims for damages and civil matters made against the Township and its Boards and Committees including, but not limited to;

- Serving as the liaison between Township departments and the Township's solicitor and/or insurance adjuster for the collection and dissemination of information and reports.

Prepare, recommend and administer the Clerk's office operating and capital budget in compliance with Township policies and guidelines. Ensuring an effective allocation of resources within the budget area.

Direct the operations of by-law enforcement and reception.

#### Qualifications:

- Post secondary education or equivalent in business, public administration, political science or a related field.
- Completion of the AMCTO's Municipal Administration Program.
- AMOC, AMP or CMO designation is considered an asset.
- Minimum five years experience related to the position.
- Sound understanding of policies and legislative requirements related to Ontario Municipalities.
- Above average oral, written, presentation, interpersonal communication, organizational, analytical and strategic skills.
- Computer literate in the appropriate applications including, but not limited to MS Office, Filehold and iCompass agenda management system.

#### Interpersonal Skill Requirements:

- Excellent written and verbal communication skills

- Detail oriented
- Customer service oriented
- Excellent organizational and prioritization skills
- Ability to work independently
- Collaborative team player
- Ability to work under deadline pressures
- Ability to multi-task
- Ability to interact with all levels both inside and outside of the organization
- Knowledgeable with computers and tier programs

Key Contacts:

- Internal
  - CAO
  - Council
  - Staff of the Township
- External
  - Members of the Public
  - Neighbouring municipal staff
  - Ministry representatives
  - Legal Counsel