



POSTING

Deputy Clerk

Full-time Temporary Opportunity (13-14 months)

Why Choose Loyalist for Your Next Great Career Opportunity? *Loyalist Township is committed to developing people who are passionate about making a difference. We support leaders to grow their strengths in managing others. Together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan (OMERS). Service to our community and to each other, is what we do.*

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Skilled Municipal Deputy Clerk? *You bring a positive approach to challenges with a can-do attitude. You inspire trust and genuinely want the best for people: both inside the organization and in the community we serve. You passionately bring your expertise in public administration to our organization and provide a vision for the future success of the Township.*

This role is not for everyone, but if it sounds like it is for you, let us know! Apply today!

File No: 2021-08 Deputy Clerk
Hours: 35 per week
Salary: \$68,978 - \$79,570 Annually (\$37.90 - \$43.72/hr)
Closing: April 19, 2021, 4:00 p.m.

[APPLY NOW](#)



JOB DESCRIPTION

POSITION TITLE: DEPUTY CLERK

DEPARTMENT: CORPORATE SERVICES

REPORTS TO: DIRECTOR OF CORPORATE SERVICES/CLERK

CATEGORY: TEMPORARY FULL-TIME

UPDATED: MARCH 2021

POSITION SUMMARY:

This role is an integral part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan, within applicable Council resolutions, bylaws, and other legislative frameworks. The Deputy Clerk is responsible for the role of Secretariat for Council and Committee Meetings, managing and administering daily activities of active cemeteries, licensing, vital statistics, and assuming the statutory role of the Clerk in their absence. This position is responsible for providing support to the Chief Administrative Officer, Mayor and Council and other committees, as assigned by the Clerk.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

- University degree in Government Administration, Political Science or related discipline from an accredited University; or a Diploma Public Administration or Municipal Clerks Institute Level II education with experience.
- Additional qualifications such as AMCT/CMO/AMP designation or specialized courses such as Parliamentary procedures and/or other formal academic training in government administration is an asset.
- Minimum of three to five years clerk-related administrative experience in a municipal setting.
- Experience working on municipal elections in a Clerk's Office is an asset.
- Experience leading the work of others, or supervising others is an asset.
- Availability to work evening meetings and/or weekends as necessary and attendance at Council and Committee meetings as directed.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).

- Required to possess and maintain valid Class “G” driver’s license with a clean driving record and have access to reliable personal transportation for corporate use.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent working knowledge of the Municipal Act, Municipal Elections Act, Line Fences Act, Municipal Freedom of Information and Protection of Privacy Act, Funeral, Burial and Cremation Services Act,
- Knowledge of municipal government processes and parliamentary procedures.
- Strong verbal and written communication skills, with the ability to be professional, concise, and accurate.
- Excellent interpersonal skills to build trust and cooperation; professional and effective liaison with elected officials and other stakeholders; ability to deal with conflicting views with tact and diplomacy, and conflict resolution skills.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands, and some urgency.
- Ability to make sound and timely decisions under stressful conditions, including the ability to conduct quality research and analysis.
- Ability to implement and complete projects as assigned with minimal supervision.
- Computer proficiency in a variety of applications including Microsoft Office, web, and cloud-based software, including iCompass or similar meeting management software, experience with social media platforms and knowledge of CityWide software would be an asset.
- Strong customer service mindset and ability to perform customer service at a role-model level.
- Highly self-motivated with an ability to work both independently, and in a team environment.

KEY RESPONSIBILITIES:

- Performs the statutory duties of the Municipal Clerk (Commissioner of Oaths, Issuer of Licenses, Deputy Division Registrar and Deputy Returning Officer).
- 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, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, Ontario Heritage Act, Drainage Act, Planning Act, and Vital Statistics Act.
- Prepares and distributes agendas and attends and prepares minutes for all Council and Committee of Council meetings and assists with other committee meetings.

- Prepares written reports for the Director on relevant departmental topics as requested, including updates on projects and initiatives and alternative solutions affecting service delivery.
- Drafts policies and by-laws.
- Assists Council, Departments and public in researching information and by-laws.
- Assists with Records & Information Management program.
- In support of Records staff, assists with access requests received under the Municipal Freedom of Information and Protection of Privacy Act.
- Assumes responsibility for preparing and distributing confidential information.
- Oversees the administration of Township cemeteries, including plot sales, internments, and works with the Manager of Culture Heritage and Tourism for maintenance.
- Manages and provides supervision to the crossing guards, records staff and by-law enforcement (contract).
- Undertakes or assist with special projects and other duties as assigned.
- Assumes the statutory role of the Clerk in the Director/Clerk's absence.
- Assist the Director with annual budgeting.

Front Line Supervision

In conjunction with Human Resources, support talent management processes for the Crossing Guard part-time team and records staff. This includes:

- Assign work (and equipment when required) and ensure timesheets are accurate, approved and submitted.
- Maintain up-to-date job descriptions.
- Coordinate and execute hiring and orientating new employees.
- When necessary address performance improvement requirements in a timely and consistent manner and working with the Director and HR to undertake progressive discipline where required.
- Ensure attendance is managed, working with the Director and HR to address concerns, and support staff who have accommodation needs, while also addressing culpable problems, such as lateness, consistently.
- Perform employee relations duties to address complaints and collaborate with HR on problem-solving.
- Promote a health and safety culture by regularly holding safety talks, ensuring policies and practices are up-to-date and complied with, and ensuring a safe work environment.
- Monitor the training requirements of staff and ensure that appropriate levels of training are maintained.
- Investigate, with others, all employee/equipment accidents to determine root cause(s) and make recommendations on corrective actions.
- When requested, provide supervision to other staff in the department, in the absence of the Director.