



Job Description

The Corporation of the Township of Augusta

Position title: Deputy Clerk

Department: Administration

Reports To: Municipal Clerk

Classification: Non-union/exempt

Position Summary

Reporting to the Municipal Clerk, the position of Deputy Clerk is responsible for fulfilling the statutory duties of the Municipal Clerk in the absence of the Municipal Clerk in accordance with the *Municipal Act, 2001*, and other legislation.

Duties

- Performs all statutory duties of Deputy Clerk under the *Municipal Act* and other Acts in the absence of the Municipal Clerk, or as delegated by the Clerk.
- Acts as Deputy Returning Officer for all municipal elections and by-elections.
- Assists in preparing and issuing agendas; records and issues minutes for all meetings of Council, Boards and Committees as assigned.
- Assist with Council coordination by arranging meetings, registering for conferences, travel and providing general information.
- Assist in the coordination of processing of requests under the *Municipal Freedom of Information and Protection of Privacy Act*.
- Deputy Issuer of Marriage Licenses, Deputy Division Registrar, and Commissioner of Oaths.
- Assist the Clerk in the review and issuance of Lottery Licences.
- Research projects, tasks, assignments and prepare reports to Council, staff and various boards and Committees as assigned.
- Assist in the management of the Township's Records Management program and the maintenance, retention, and destruction of municipal records.
- Provide guidance, advice, direction and recommendations to staff and members of Council, public and external agencies with respect to records management, by-laws, procedures, policies and legislation.
- Assist with keeping accurate records of all by-laws, minutes, and resolutions passed by Council.
- Assist in the development, recommendation and implementation of policies,

- procedures and guidelines.
- Act as Marriage Officiant to solemnize marriages in ceremonies at the Township Office or off-site (optional).
- Provision of front desk administration and clerical assistance to the Chief Administrative Officer.
- Perform other duties as assigned by the Clerk or Chief Administrative Officer.

Qualifications:

- Post secondary education in a relevant field
- Minimum two (2) years of progressive municipal experience, preferably in a Municipal Clerks office.
- Completion or working towards the completion of AMCTO Municipal Administration Program (MAP) is an asset.
- Experience using Filehold and eScribe Management Software considered an asset
- Thorough knowledge of relevant Provincial and Municipal legislation including but not limited to the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, and other applicable statutes and regulations.
- Thorough knowledge of meeting procedures, Parliamentary procedures; drafting by-laws, resolutions, agendas, and minutes.
- Political acuity and organizational skills to effectively manage interactions with various internal and external contacts with tact and discretion.
- Excellent written and verbal communication skills.
- Ability to coordinate and manage workloads and concentrate on work requirements under pressure to meet competing deadlines.
- High level of tact, diplomacy and confidentiality.
- Knowledge of general office procedures and equipment.

Working Conditions:

- Regular office hours 8:30 a.m. to 4:30 p.m.– Full time position, 37.5 hours per week. May be required after hours as needed.
- Primarily works in an office environment, with occasional travel to other office locations when on municipal business or training.
- Requires regular evening attendance for Council/Committees/Board meetings.
- Exposure to the public on a regular basis.

Health & Safety Responsibilities:

- To learn, understand and practice standard Township operating procedures.

Deputy Clerk/Records Management Coordinator – Job Description

- To be familiar with and comply with the provisions of *the Occupational Health and Safety Act* and Regulations, and the Township Health and Safety Policies and Procedures.
- To take every precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
- To report any occupational injury or illness immediately to their supervisor.
- To use personal protective equipment, where required.
- To report any contravention of the *Occupational Health and Safety Act*.