

Position Title: Deputy Clerk/Legislative Coordinator

Department: Clerk's

Reports To: County Clerk

Purpose

To provide administrative support services to Grey County Council, Committee of the Whole and the various committees and task forces established from time to time by County Council.

To assist the Clerk in the fulfilment of statutory duties and attendant operational and advisory duties as defined in prevailing provincial and municipal legislation.

To provide administrative support to staff of the Clerk's department.

Draft by-laws for consideration by Grey County Council.

Responsibilities

Council/Committee Support

- Provides administrative support to County Council, Committee of the Whole and various committees and task forces of County Council. Responsible for the preparation and distribution of agendas, reports and minutes including closed session material when necessary.
- Review reports submitted by various departments for formatting, accessibility and cross-referencing with other reports or records and ensures that any closed session reports are completed in accordance with the Municipal Act and County policy. Work with others to ensure quality standards are met.
- Draft or review resolutions for completeness and accuracy in collaboration with department staff and/or Clerk and provides procedural advice as required.
- Ensure delegations are scheduled as appropriate
- Create database of follow up items from committee/council meetings and forward to Senior Management Team as appropriate
- Updates all reports to reflect status and decision of council (through footers) and make records in accordance with Records Retention By-law

- Meal orders for Council/Committees, as required
- Handles administrative and policy matters with discretion; some issues that transpire are extremely sensitive and confidential
- Posts meeting dates for all Council or committee meetings as required
- Provides limited, general administrative support and information, as required, to the Warden and individual Councillors

Fulfills Statutory, Operation and Advisory Duties of the Deputy County Clerk

- Carries out the statutory requirements of the County Clerk, usually when the Clerk is absent. Duties include being a signing officer for the corporation
- Research and compile data for the preparation of a variety of reports under the mandate of the Clerk's department.
- Provide oversight of corporate policies and procedures to ensure consistent, concise approach
- Provide back up to County Clerk in relation to requests under the Municipal Freedom of Information and Protection of Privacy Act

Provides Public Relations Services

- Works with the public. Answers enquiries over the telephone and by personal service in the office. Provides information on County programs and services or refers enquiries to appropriate sources

Other

- Maintains skills and knowledge at a high level with courses, seminars and selected reading
- Responsible as an employee, for occupational health and safety
- Other administrative duties as may be assigned

Working Conditions

Hours of work are based on 35 hours per week. Overtime is required occasionally to cover for peak periods and special circumstances. Some meetings may be in the evening or in other locations throughout the County.

Works in a public office situation and must be accessible to the public and other employees. Deadlines are imposed by Council and Committee schedules and from

administrative procedure for organizing information for agenda packages in advance of meetings. Work is subject to interruption and office type distractions.

Contacts

Internal Working Relationships

Requirement for ongoing working relations with the Warden, Councillors, Directors and staff at all levels as a representative of the County Clerk's office.

External Working Relationships

External contacts include the general public who has enquiries, staff from the lower tier municipalities, and staff in other governmental offices.

Knowledge and Skill

- Degree or Diploma in Public Administration, Political Science or related field or equivalent combination of education and experience with two (2) years of related experience in municipal administration. Completion of the Municipal Administration Program (MAP) through AMCTO is considered an asset.
- Strong knowledge of legislation and parliamentary procedure as it affects the administration of a municipality, and in particular the Municipal Act and acts related to the Freedom of Information provisions.
- Strong knowledge of office operations and technology, including computer technology. Requires technical computer skills for simple troubleshooting.
- Fluency in creating accessible documents to meet the County's legal obligations under the Information and Communications component of the Integrated Accessibility Standard Regulation.
- Working knowledge of the functions, operation and business of municipal government and the policies and customs of County Council, Committees and their relationship with staff and external contacts. Secretarial experience in a responsible capacity, including experience in the transcription of minutes is required.
- Requires good attention to detail, organization and communication skills. Ability to work well with people at all levels in the hierarchy and handle the stresses and pressures that are associated with the position with maturity and a positive attitude.
- Ability to work independently with minimal supervision

Impact of Error

Errors in the organization and timeliness of Committee agendas, staff reports etc. could result in confusion and improper information going before the members of County Council thereby affecting their decisions. Clerical errors can be traced and corrected after duplication of effort. Errors could lead to negative public relations. Also errors could result in sensitive information being dispensed to the public.

Freedom of Information matters improperly done or note completed in a timely fashion could give rise to law suits which would have negative financial repercussions.

Errors in the performance of the Deputy Clerk's statutory duties could result in serious County government, service and public protection delays that are costly and could possibly result in legal problems for the County.

Lack of follow up of action, or improper follow up, taken by Committees and Council could lead to embarrassment or loss of integrity.

Lack of notification of upcoming meetings could lead to meetings with no quorum thereby postponing potentially timely and important matters.

Improper use of technology to support accessibility as it relates to information and communication may create embarrassment to the County and cost to have the information replicated in an accessible format.