

# **SCHEDULE “A” TO BY-LAW 22-2021**

## **Wollaston Township**

### **Job Description**

**POSITION TITLE: Clerk Administrator**

**DEPARTMENT: Clerk**

**REPORTS TO: Council**

#### **POSITION SUMMARY**

Reporting to Township Council, the Clerk Administrator is responsible for carrying out statutory duties as set out in the Municipal Act, including overseeing Corporate Records and acting as returning Officer for Municipal elections. This position administers the Clerk's Department while managing, coordinating and directing the work of department staff. The Clerk's role encompasses administration, human resources, public relations and planning functions. In the absence of the Treasurer, this role is also responsible for treasury duties.

#### **RESPONSIBILITIES**

##### Clerk Duties:

- Prepare Council meeting Agenda and Minutes.
- Research background material for Agenda items and prepare a corresponding report that refers to purpose, background and recommendations.
- Create policies and by-laws, as required.
- Oversee research, writing and reporting process for grants and funding applications.
- Oversee tender documents and contracts.
- Prepare ads/notices as per regulations.
- Work with Engineer of Record regarding Strategic Planning/Asset Management.
- Support and provide expertise for the municipal election process.
- Perform other related duties as required.

##### Administration:

- Administer affairs of Township regarding policies and procedures established by Council.
- Make recommendations in consultation with senior management and staff regarding grants and funding opportunities.
- Collaborate with staff regarding direction and plans for Township.
- Review and update policies and procedures.
- Manage MFIPPA and FOI requests.
- Review legislation and ensure Township is up to date.
- Perform other related duties as required.

##### Human Resources:

- Provide direction, support and training to all employees as needed.
- Interview and hire new staff.
- Develop performance measures to appropriately monitor the work of staff and take disciplinary action when required that follows established policies and procedures.
- Implement succession planning strategies.

- Provide support services to staff, as required.
- Act as liaison for all staff and council to investigate complaints/concerns as they may arise.
- Provide mediation services and discipline as per Township policy.
- Provide staff updates to Council, as required.
- Perform other related duties as required.

General:

- Attend meetings as a representative of the Township.
- Review mail and email correspondence and direct for appropriate action.
- Act as a Commissioner of Oaths.
- Act as alternate CEMC.
- Fulfill legislated duties of Treasurer as needed and act as Deputy-Treasurer, as required.
- Participate in annual budget process.
- Review and prepare documents required for severance, shoreline, rezoning and Minor Variances.
- Act on behalf of the Treasurer as needed, fulfilling treasury duties in his/her absence.
- Perform other related duties as required.

**WORKING RELATIONSHIPS**

Internal:	Mayor and Council Internal committees	Municipal Staff
External:	General Public County	Associations Municipal /Provincial Government

**KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Post-secondary degree or diploma in Business Administration or equivalent
- AMCTO certification
- Formal training in Municipal Administration with a minimum of five (5) years' related experience
- Advanced computer literary (particularly with Word, Excel, and Powerpoint).
- Ability to propose and implement policies and procedures.
- Working knowledge of administration, labour relations, human resources and general office practices and procedures.
- Strong knowledge and understanding of the Municipal Act and related Provincial statutes and legislation.

**SKILLS AND COMPETENCIES**

- Exceptional interpersonal and conflict management skills
- Strong leadership acumen
- Ability to recognize and set priorities and to use initiative and independent judgment in a wide variety of situations
- Ability to build strategic partnerships and community coalitions, and to foster positive relationships
- Excellent verbal and written communication skills
- Advanced knowledge of municipal management and legislative practices

- Ability to set priorities and perform duties requiring independent judgement and initiative

### **WORKING CONDITIONS**

Typical climate-controlled office environment with occasional travel to other Township buildings. Work activities require visual and mental concentration for intermediate durations of time. Standard office hours, Monday through Friday. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.*