

The Township of Wilmot has an opening for a **Deputy Clerk**.

Location: Township of Wilmot Administration Complex

General Purpose:

Reporting to the Municipal Clerk, the Deputy Clerk is responsible for coordinating the operations of Information and Legislative Services Department and assisting the Municipal Clerk in implementing by-laws, resolutions, and decisions of Council. This position will perform statutory functions of a Deputy Clerk within the guidelines of legislation and policy.

Responsibilities:

- Assists the Municipal Clerk with their statutory duties and assumes the statutory responsibilities of the Municipal Clerk in their absence.
- Supervises Administrative Assistant / Receptionist with respect to the day-to-day functions, delegating work, establishing priorities, ensuring timelines and goals are achieved.
- Coordinates, creates, distributes, and publishes agendas, minutes, reports, by-laws, resolutions, correspondence, and official records related to council meetings and follow-up communications with outside agencies. Manages the issuance of statutory notices (e.g., Council agendas, notices of hearing, notices of passing).
- Manages the recording, live-streaming, editing and archiving of Council and Committee meetings as appropriate. Coordinates the broadcast of Council and Committee meetings as appropriate with any external provider (e.g., Rogers).
- Manages all aspects and processes of Council and Committee meetings as appropriate to ensure proper and orderly administration in compliance with legislation and the Township's Procedural By-law.
- Acts as parliamentarian to Council and its Committees as required to provide procedural advice and meeting procedures in accordance with the Township's Procedural By-law to ensure the proper and orderly conduct of all business during meetings.
- Records proceedings of Council and Committee meetings as required (e.g., takes minutes, records motions and decisions of Council, records voting by Council members), and posts minutes within timelines set-out in the Township's Procedural By-law
- Sets Closed meeting agenda in conjunction with the Municipal Clerk. Reviews material for procedural compliance and ensures matters are brought forward to the appropriate meeting. Provides information and procedural advice to staff, members of council, and the public with respect to Closed meeting protocol. Takes minutes at Closed meetings in the absence of the Municipal Clerk.

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.

- Assists council with writing Notices of Motion and assists staff with writing recommendations as required.
- Provides training to chairpersons and members of committees regarding roles, responsibilities, and the execution of their duties.
- Provides guidance to staff and meeting chairs to ensure matters are brought forward to the appropriate Council/Committee meeting.
- Executes commissioning of documents and certification of legally binding agreements.
- Prepares reports as required and assists with the preparation of documentation for Council consideration.
- Facilitates the Corporate Records Management program under the direction of the Municipal Clerk.
- Maintains the Corporate Policy Manual, and all records regarding policies/decisions adopted by Council and the Corporate Leadership Team, excluding HR and Health and Safety matters.
- Conducts research to provide background information on issues under consideration by the Municipal Clerk and CAO.
- Acts as a Deputy Division Registrar under the Vital Statistics Act and a Commissioner of Oaths as authorized by statute.
- Acts as Assistant Returning Officer for municipal elections and performs all related duties as assigned; assists with the continuity of municipal services and orientation for incoming Council members.
- Acts as a Lottery Licensing Officer; receives and reviews lottery license applications; ensures eligibility and compliance with Alcohol and Gaming Commission of Ontario regulations; issues licenses; completes provincial reports as required.
- Attends meetings relative to the Township's accessibility advisory committee and acts as a staff liaison to the committee.
- Appointed as Deputy Issuer of Marriage Licenses and may be delegated to perform marriage ceremonies under the direction of the Municipal Clerk.
- Facilitates all legal processes under the Drainage Act for drainage petitions received by the Township and works cooperatively with other departments towards the completion of the petitions.
- Assists the Municipal Clerk in the creation, implementation, and monitoring of operational and capital budgets.
- Performs other duties as assigned by the Municipal Clerk.

Qualifications:

- 3-year degree or diploma in a related field (e.g., Political Science, Public Administration).
- CMO, AOMC or AMP designation will be considered an asset.
- A minimum of four (4) years' experience in a related municipal environment, including supervisory experience.
- Comprehensive knowledge of Council/Committee agenda preparation, processes, and protocol.
- Knowledge of municipal-level parliamentary practices and procedures.

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.

- Working knowledge of procedural by-laws and/or Robert's Rules of Order, Statutory Powers Procedure Act, Municipal Act, Municipal Election Act, Municipal Conflict of Interest Act, the Municipal Freedom of Information & Protection of Privacy Act and other provincial legislation including the Ontario Heritage Act, Vital Statistics Act, Marriage Act, Assessment Act, Commissioners for taking Affidavits Act, Planning Act, Drainage Act, and other statutes governing municipal operations in Ontario.
- Excellent research, problem solving and analytical skills.
- Organizational skills to plan council agendas, plan meeting timelines, create annual meeting schedules and balance daily workload.
- Communication and human relations skills in order to deal diplomatically with elected officials, government departments, all levels of management, staff and the public, supervise section staff, and provide guidance to Council, Committees, and quasi-judicial bodies.
- Financial management skills to assist with the development, implementation, and monitoring of operational and capital budgets.
- Oral and written communication skills to prepare agendas, minutes, Notices of Motion, resolutions, reports, and make presentations.
- Skill in the use of a personal computer with the ability to use software programs such as Microsoft Office and Outlook.
- Ability to train committee chairpersons, members of Council, and election workers.
- Ability to use electronic meeting management, audio/visual, and web-based applications.
- Ability to deal with and resolve conflict situations with irate customers, applicants, appellants, and delegations.

Working Conditions:

- 35 hours per week during regular office or hybrid working hours.
- Generally, works in an office or home environment at a computer workstation.
- Work is subject to mandatory, legislated and council deadlines.
- Answer public and staff inquiries in a timely manner, ensuring any legislative requirements are met.
- Frequent requirement to respond to urgent demands from Members of Council and to provide detailed procedural advice/guidance in a fast-paced environment, often on the spot, within strict time constraints, often during live broadcasts or during meetings in full view of the public and media, Council, and senior management.
- Site visits to development sites, woodlots/trails, private property.
- Handles personal and confidential information in accordance with legislated requirements.
- Need to work evenings as required to attend Council/Committee meetings as well as perform election functions.
- Ensures accuracy and consistency of minutes, reports, and agendas often within short timelines.
- Increased volume of work and competing priorities exist as a result of election duties over an 18-month period preceding and during each municipal election (every four years).

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.



Hours of work: This position offers a flexible schedule of 35 hours per week, Monday to Friday.

Rate of Pay: \$70,050 to \$86,003 annually

COVID-19 Vaccination: In accordance with the Township of Wilmot's Pandemic Illness and Vaccination Corporate Guideline, new Township of Wilmot employees (or employee returning after a minimum of 3 months) are required to be fully vaccinated as a condition of hire, subject to accommodations required in accordance with the Ontario Human Rights Code.

How to apply: Qualified applicants are invited to submit a cover letter and resume, no later than **May 31, 2022**, by clicking on the button below:

[Apply Now](#)

Resumes received after submission deadlines will be retained on file for six months and will be reviewed on an as-needed basis. We thank all applicants - only those selected for an interview will be contacted. Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. Accommodations are available for the recruitment process. Applicants need to make their needs known in advance.