

# CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

## JOB DESCRIPTION

**TITLE:** Deputy Clerk—Executive Assistant to the Chief Administrative Officer

**SERVICE:** Municipal Clerk's Office

**SUPERVISOR:** Clerk

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### SUMMARY OF FUNCTIONS

Under the supervision of the Clerk, the Deputy Clerk-Executive Assistant assists the Clerk in the performance of her administrative and statutory duties as stipulated by the *Municipal Act*, the *Municipal Elections Act* and all other federal and provincial statutes. He/she may contribute to the development of corporate policies, programs, procedures, objectives and regulations. Acts as a clerk in the absence of the clerk. The person in office acts as the clerk in the absence of the clerk. In addition, the incumbent provides daily administrative support to senior management and ensures that corporate services run smoothly on a daily basis.

### DUTIES AND RESPONSIBILITIES

#### 1. PROGRAM/SERVICE

- Provide records and information management (RIM) support with the maintenance of corporation records, by-laws, minutes, archives and other documents relevant to the operations of the municipality, in accordance with records management policies and legislative requirements in effect in Ontario,
- Ensure compliance with the Ontario Municipal Records Management System (TOMRMS) by applying the document retention and disposition schedule and classification system throughout the entire lifecycle of all paper and electronic record,
- Assist the Clerk in researching, drafting and revising the Township's by-laws, policies and procedures to support effective municipal governance,
- Assist in the administration of the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Protection Act* and collect information from all municipal departments, and complete the year-end statistical report for the Information and Privacy Commissioner of Ontario,
- Ensure compliance with the requirements of the *Accessibility for Ontarians with Disabilities Act* (AODA) by integrating accessibility principles into all municipal communications, documents and services,

- Act as Deputy Division Registrar for the purposes of the *Vital Statistics Act*; and updating the death register and preparing burial permits,
- Conduct complex research, prepare analytical reports, and manage special interdepartmental projects as assigned by the Clerk or Chief Administrative Officer,
- Forwarding necessary correspondence to the Registrar General,
- Participate in and attend, as required, emergency control group meetings,
- Acting as a commissioner of oaths,
- Perform all other related tasks as assigned and as required by operational needs.

## **ELECTION**

Assisting the Municipal Clerk in the exercise of his or her statutory responsibilities for the planning and administration of municipal elections.

- Providing electoral information to candidates and the public, by telephone, in person and by correspondence, including the submission of required forms, if applicable,
- Participate in the updating, management and maintenance of files, databases and electronic systems related to municipal elections,
- Preparing and updating the lists of electors and election staff,
- Ensure compliance with municipal and provincial election requirements,
- Assist in updating and maintaining electronic records and systems related to municipal elections,
- Assist in the orientation and inauguration of the Council,
- Support and train election officials,
- Perform various administrative tasks such as filing, verification, sorting, indexing and record keeping related to municipal elections,
- Assist in ordering all required election materials,
- Prepare letters, reports, declarations and other documents as required,
- Supervise the help desk,
- Visit seniors' facilities and residences to assist during business hours.

## **EXECUTIVE ASSISTANT TO THE CHIEF ADMINISTRATIVE OFFICER**

The Executive Assistant supports the Chief Administrative Officer in carrying out his or her strategic and operational responsibilities. Overall, the Chief Administrative Officer is responsible for coordinating all facets of operations to maximize the effectiveness and efficiency of the operations of the Office. He or she ensures the coordination of activities,

the administrative management of files and communication between the various municipal departments and external parties.

- Manage emails and correspondence: receiving, sorting, scanning and classification, writing draft responses,
- Organize the Chief Administrative Officer's agenda: scheduling appointments, travel, reservations, etc.,
- Greet citizens and clients, answer and direct telephone calls, if necessary transmit the required information, receive mail and perform secretarial tasks,
- Plan and coordinate committee logistics by acting as a liaison (management committee, general management working group, intermunicipal committees, etc.): agendas, documentation, venues, meals, snacks,
- Attend meetings of the Management Committee, take minutes, monitor decisions and ensure their dissemination of the parties concerned,
- Conduct research to support the development of policies or other governance documents,
- Ensure the management with absolute discretion of all sensitive and confidential information, guaranteeing the protection of the privacy and data security of the Chief Administrative Officer,
- Propose, proofread, correct documents produced by management, ensure quality and compliance,
- Foster constructive exchanges and effective communications between departments and with external parties, while promoting the organization's values in all interactions,
- Any other related duties, as assigned by the Director-General.

**OTHER:**

- Maintain knowledge and expertise in the proper application of the various laws relating to his/her duties through selective reading, participation in conferences, workshops, congresses and/or the maintenance of an affiliation network,
- In an emergency situation, whether declared or not, staffing needs may be critical. The employee must be available to work irregular hours, performing normal and other duties as assigned.

**2. HUMAN RESOURCES**

- In the absence of the clerk, it may be called upon to supervise administrative students,
- Delegate certain tasks and participate in the training of students.

### **3. FINANCIAL RESOURCES**

- Assist in controlling the expenditure of the Service in accordance with approved budget policies,
- Ensures that the Service's revenues, awards and grants have been collected in a timely manner and according to agreed agreements.

### **4. MATERIAL RESOURCES**

- Physical resources are: a computer, printer, fax machine, photocopier and filing system,
- Responsible for the filing system of the municipality's files, electronic back-up and access to the filing system,
- The employee is responsible for the materials and equipment assigned to him or her by the municipality,
- The incumbent shall maintain the confidentiality of all documents transmitted to him or her in accordance with applicable laws, regulations and policies.

### **SKILLS AND EFFORT**

### **5. KNOWLEDGE/EXPERIENCE**

- Hold a university degree in a related field of Records and Information Management (RIM), public administration or a related discipline (such as business administration, industrial relations, political science) or an equivalent combination of education and experience,
- More than two years of experience in a municipal field and related experience in records management, including electronic records management, automated and manual retention/lifecycle processes, preferably in a clerk's office,
- In-depth knowledge of municipal administration, the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Elections Act*, *Accessibility for Ontarians with Disabilities Act* as well as other laws, standards, regulations applicable to the municipal sector,
- Holding the Accredited Ontario Municipal Clerk (AOMC) designation is an advantage,
- Excellent computer skills and knowledge of word processing software, and ability to acquire skills in other business solutions,
- Knowledge of SharePoint and E-scribe software is an asset,
- Excellent research, translation and writing skills (minutes, resolutions, by-laws, policies, etc.), case management, communication and problem solving,
- Strong organizational skills and proven experience in functions requiring great rigor, meticulous attention to detail and a high degree of precision. Proven ability

to effectively prioritize, manage tight deadlines and competing demands,

- Excellent presentation and training skills, combined with an ability to maintain impeccable quality in all tasks,
- Ability to analyze issues related to various topics, identify issues and problems and suggest solutions and recommendations to resolve them,
- Impeccable verbal and written communication skills, required to draft official correspondence, reports and interact effectively with the Mayor, Chief Administrative Officer, City Council and the public,
- Ability and ease in dealing with sensitive subjects,
- Provide a criminal record check.

## **6. PHYSICAL AND MENTAL EFFORT**

- This position requires physical aptitude for light work in a business environment (filing files, boxes of documents, maximum 10 kilos),
- Frequent periods of mental concentration of medium duration,
- The work environment contains stressful conditions that require strength of character to maintain control over the situation (crisis management),
- Ability to write reports, by-laws, minutes and resolutions.

## **7. DECISION MAKING AND JUDGMENT**

The work is carried out under the direction of the Clerk (or Chief Administrative Officer) in accordance with established directives, procedures and policies. The incumbent may be required to submit suggestions for policy changes as necessary for approval by the Chief Administrative Officer and/or Clerk.

The holder shall exercise his or her judgment:

- Assisting the Clerk and/or Chief Administrative Officer in the operations of the Department and in the coordination of the operations of all municipal departments, ensuring that the procedures, standards and policies of the municipality are respected,
- Respecting established priorities to meet work deadlines,
- Ensuring that reports, by-laws and draft resolutions are produced and submitted within the prescribed deadlines and in accordance with the guidelines specified by the Board.

## **8. INTERPERSONAL SKILLS**

The incumbent will be required to demonstrate interpersonal skills to interact with his/her manager, department heads, employees, government department representatives, contractors, merchants and the general public.

Contact:

**INTERNALLY:**

- Regular contact with people across the organization at management and senior executive levels,
- Ability to communicate verbally and in writing with employees on personnel, training, occupational health and safety, special and legislative projects and policies, etc.

**EXTERNALLY:**

- Regular contact with outside people, usually in person or by telephone, representatives, the clientele served and the general public.

**WORKING CONDITIONS:**

**9. ENVIRONMENT**

The work is done in an office.

Politics is pervasive in the work environment, causes stress, and can affect performance and lead to mental fatigue.

**10. CONTROL OF THE WORKING SCHEDULE**

- The incumbent may be required to attend and participate in regular and special meetings of Council and, occasionally, in meetings of certain committees of the municipality,
- The licensee may be required to work overtime to meet deadlines imposed by legislation or by Commission policies.

*Note: This document was written using the masculine gender only for the sole purpose of lightening the text. It is agreed that all genders are an integral part of this document.*