



## Deputy Clerk

Temporary: 12-Month Contract

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

### Position Summary:

Reporting to the Manager of Corporate Services/Clerk, the Deputy Clerk is responsible for supporting the day-to-day operations of the Clerk's Department and carrying out responsibilities in the following functional areas: Council, Committees of Council, records management, lottery licencing, marriage licencing and ceremonies, and municipal elections. Key responsibilities include providing legislative, administrative, researching, and drafting by-laws, commissioning oaths. The Deputy Clerk provides administrative support to the Clerk, members of Council & Committees, having all statutory and legislated duties of a Clerk under Section 228 (1). Included with these legislative responsibilities are duties associated with creating the official records of all meetings through agendas and minutes, by-laws, resolutions and all other materials and documents related to the Township, performing civil ceremonies. Responsibilities of the position include preparing and distributing Council agendas and minutes, handling sensitive political issues and public concerns, researching and compiling background information, arranging meetings, appointments and conferences.

### Duties & Responsibilities, but not limited to:

- Serves as Deputy Clerk of the municipality and in the absence of the Clerk, carries out the statutory duties of the Clerk position
- During an election year, in partnership with the Clerk, plans, organizes and executes municipal elections
- Attends Council and Committee meetings; prepares minutes of meetings including public meetings required under the Planning Act such as minor variances, zoning by-law amendments, plans of subdivision and other planning matters
- Prepares and distributes Council and Committee agendas, and timely communication of decisions, instructions, and resolutions of Council
- Prepares and responds to Freedom of Information Requests
- Administers the Township's records management program; provides ongoing support and oversight of municipal staff to improve records management practices that strive to create a positive end-user experience and demonstrates the value of the records management program while promoting best practices and maintaining legislative requirements
- Monitors and administers plans, policies, programs and services under AODA
- Provides staff support to the Joint Accessibility Advisory Committee and assists to ensure the Township is compliant with accessibility standards as per the AODA; submits accessibility reporting requirement to Province
- Organizes and executes public relations, special events and meetings

- Performs Commissioner of Oath declarations, as per the Commissioners for Taking Affidavits Act
- Provides advice to Council, Committees and staff on the administration of the Procedural By-law
- Assists to develop and monitor departmental policies, procedures and standards that guide and direct activities within the Township and ensure full compliance with legislative and regulatory requirements

**Qualifications, Skills, Knowledge, Abilities:**

- College education in Political Science, Public or Business Administration or equivalent
- Completion of the AMCTO Municipal Administration Program and completion of a Parliamentary Meeting Protocol course, or willingness to complete
- Minimum of 3 years experience working in government environment; municipal experience preferred
- Membership in the AMCTO preferred
- A professional municipal designation such as CMO, AMP, AOMC, consider an asset
- Knowledge and demonstrated application of agenda preparation and Council meeting protocols, parliamentary procedures, and minute taking, with knowledge of and demonstrated application of MFIPPA, AODA, Planning Act, Municipal Elections Act, and other applicable legislation
- General knowledge of local government operations, the authority and responsibility of Council, and municipal administration for purposes of performing duties and providing advice as required
- Excellent organizational, communication, and interpersonal skills
- Advanced computer proficiency in MS Office (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to display tact, discretion and exceptional communications skills in handling matters of a confidential, or politically sensitive nature
- Strong organizational skills to prioritize workload and perform tasks without direct supervision
- Sound judgement and excellent analytical and decision-making skills
- Possess a valid Ontario G Driver's licence with clean driver's abstract
- Ability to regularly attend after-hours Council/Committee meetings

Annual Salary: \$66,990 - \$83,723 (2024 rates). Based on a 35-hour workweek.

Tentative Start: December 2024

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with "Deputy Clerk" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

*The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.*