

THE TOWNSHIP OF PLUMMER ADDITIONAL

1. Position Title/Position Description

CLERK

2. Reporting Relationship:

Reports directly to the CAO-Treasurer

3. Scope of Position/ Summary of Duties:

- Complies with legislation, by-laws, resolutions and decisions by Council.
- Provides administrative support to the Roads Working Foreperson & roads department.
- Assists the CAO-Treasurer when necessary.
- Acts as a main point of contact for members of the public.
- Works extensively with the Township's Chief Building Official and Township Planner and assists when required.
- Can respond to multiple, evolving tasks simultaneously as required.
- Have an ability and awareness to deal with varying personalities and agendas, as well as the public while maintaining an independent commitment to the responsibilities of the position as defined in Legislation, Regulation and Policy.
- Be prepared and capable of assuming the duties several of the CAO in their absence.
- Shall have a very high degree of accountability, reliability and responsibility, whose actions will have an extremely high impact of errors.

4. Responsibilities:

- Performs the statutory duties of the Municipal Clerk under The Municipal Act and other Acts of the Legislature.
- Drafts by-laws, policies, resolutions and minutes for Council consideration, conducts necessary research and analysis and obtains legal advice when required to provide suitable background information for debate, discussion and decisions by Council.
- Prepares Council and Committee agendas and organizes for preparation of background material, staff reports and other relevant information.
- Processes (formal receipts and response) to correspondence, both oral and written on behalf of Council.
- Provides oral and written reports to Council and the public on a variety of municipal issues.
- Prepares a variety of statistical reports and responds to requests for information, i.e. vital statistics and other information required by Federal and Provincial governments and other local Governing bodies.

- Co-ordinates the implementation, administration and evaluation of policies that are determined by Council and develops appropriate systems and procedures for supporting the decision-making process.
- Interprets by-laws, resolutions and policies to interested citizens and ensures that citizens are aware of the intent and content of Council decisions.
- Maintains a tactful relationship with the media, to provide correct, factual information.
- Plays a coordinating and informational role on special issues that affect the Township.
- Co-ordinates responses to planning activities as required by Provincial planning legislation and O.M.B. requirements that are required to be performed by the Clerk.
- Completes required Provincial and Federal Report such as but not limited to: Accessibility Statistics, Community Emergency Measures Compliance, Fire Compliance and other or future reporting deemed required.
- Provides Clerical Support for boards/committees as required.
- Assists By-laws Enforcement Officer, Animal Control Officer and Community Fire Safety Officer, in the performance of their duties as required.
- Submits funding and grant applications on behalf of the Township.
- Oversees the Township's Record Management System, policies and practices.
- Reviews Trailer applications for compliance and grants/denies approval, follow up with Enforcement Officer.
- Provides information and assistance to the public, prepares/drafts/distributes correspondence/news items.
- Acts as the Township's Community Fire Safety Officer and Assistant to the Fire Marshal.
- Health and Safety Co-Chair, sets up quarterly meetings, drafts agenda, takes minutes, monitors follow up.
- Oversees the Municipal/Education Elections as required.
- Assists the Chief Building Official and Township Planner as required.
- Performs other duties as assigned by the CAO-Treasurer.
- In the absence of the CAO, assumes duties as required.

5. Authority of Position:

Authority limited to direction given and to operating within accepted office and management policy. Offers clerical and administrative support in accordance with accepted office and management policy.

6. Working Relationship

With the CAO-Treasurer:

Receives direction and guidance when required; discusses plans and priorities.

With Township Council:

Provides legal/administrative and secretarial information and advice. Advises, guides and assists with financial policy development and evaluation as required by statute and by the expectations of Council to support the policy making process, implements and administers financial plans.

With the Township Planner & Chief Building Official:

Provides administrative support for all permits & applications, planning applications and pre-consultations.

With the Roads Working Foreperson:

Provides administrative support where required.

With other Staff:

Provides courtesy and cooperation.

With the Public:

Provides information and assistance in a friendly and courteous manner.

7. Knowledge and Skill:

- Knowledge and ability to learn & use various municipal software systems, including the Township website.
- Excellent customer service, communication, organizational and analytical skills.
- Proficient computer skills in Microsoft Word, Excel, Access, Outlook and Sage Accounting.
- Knowledge of municipal office duties through training and directly related experience.
- Two years relevant experience preferred.
- Completion of AMCTO courses (Municipal Administration Program, Primer on Planning course) considered as asset.
- Community College Graduate or Grade 12 plus and additional program of up to two years or equivalent.

8. Working Conditions:

Works in a public office; Work is subject to frequent interruptions, hectic peak periods and multiple deadlines due at once.

Subject to some variance, usual office hours worked are between 8:30 a.m. to 4:00 p.m. Monday to Friday. Extra time required for evening meetings and peak periods if so required.

9. Impact of Error:

Clerical and accounting errors would result in confusion, duplication of effort, possible financial loss and annoyance.

10. Control:

Direct supervision from the CAO-Treasurer and general supervision from Council; applies generally accepted clerical procedures.