

**THE CORPORATION OF THE TOWNSHIP OF FARADAY
JOB DESCRIPTION**

1. POSITION

Deputy Clerk

2. WORKING RELATIONSHIP

Internal: Mayor and Council Municipal Staff
 Internal Committees

External: General Public Associations
 County Municipal/Provincial and Federal Governments

3. SCOPE OF POSITION

Complies with all relevant legislation, by-laws, resolutions, decisions and directions of Council.

In the absence of the Clerk-Treasurer, fulfills the statutory, operational and advisory duties of the position within the guidelines and authority of the legislation and policies.

4. RESPONSIBILITIES

4.1 Deputy Clerk

4.1.1 In the absence of the Clerk, performs the statutory duties of the Municipal Clerk under The Municipal Act and other Acts of the Provincial Legislature.

4.1.2 Assists the Clerk in drafting by-laws, resolutions and minutes for Council consideration; conducts necessary research and obtains legal advice, when required, to provide appropriate background materials, staff reports and other relevant information.

4.1.3 Assists the Clerk-Treasurer in processing responses from Council, oral and written, on behalf of Council.

4.1.4 Upon request of the Clerk provides oral and written reports to Council and the public on a variety of municipal matters.

- 4.1.5 Assists in overseeing Record Management and Destruction Program and responding to requests under the Freedom of Information and Privacy legislation.
- 4.1.6 Assists in the coordination and implementation, administration and evaluation of Council policies; develops appropriate procedures in support of the decision-making process.
- 4.1.7 In the absence of or in conjunction with the Clerk interprets by-laws, resolutions and policies to interested parties; maintains a tactful relationship with the media to provide factual information; provides information on special events or issues of the municipality.
- 4.1.8 Assists the Clerk in fulfilling specific duties and requirements under The Planning Act and its Regulations.
- 4.1.9 Assists the Clerk in accordance with the requirements under The Municipal Elections Act in the preparation and management of Municipal, School Board and related Elections and the administrative continuity of municipal services following municipal elections.

4.2 **Other Responsibilities**

- 4.2.1 With the Clerk-Treasurer participates in the interpretation, administration and application of the terms of the Collective Bargaining Agreement.
- 4.2.2 Maintains knowledge and skill by taking part in training opportunities offered through various associations, conferences, seminars, webinars, briefing sessions and selected readings, as may be appropriate.
- 4.2.3 Performs other duties as may be assigned by Council.
- 4.2.4 In the absence of the Treasurer and/or Deputy-Treasurer or in conjunction with Treasurer and/or the Deputy-Treasurer manages the tax system in accordance with The Municipal Act and related legislation; coordinates the preparation of tax billings, payments, and penalty.
- 4.2.5 Set up and control accounting transactions for all residential and business taxation.
- 4.2.6 Assists with documentation and accounting procedures for municipal tax sales under The Municipal Tax Sales Act.

- 4.2.7 In the absence of the Treasurer and/or the Deputy-Treasurer performs the statutory duties of the Municipal Treasurer under The Municipal Act and other applicable Acts of the Provincial Legislature.
- 4.2.8 Advises Council of available Federal/ Provincial grants and criteria required in order to make application; makes inquiries to appropriate body and prepares the required documentation in support of the funding application(s).
- 4.2.9 Assists the Treasurer and/or the Deputy-Treasurer in the preparation of the operating and capital budgets.
- 4.2.10 Assist the Treasurer and/or the Deputy-Treasurer with the preparation of and during the annual audit process with the Municipal Auditor.
- 4.2.11 May administer and prepare payroll in accordance with applicable policies and Collective Bargaining Agreements.
- 4.2.12 Assist the Treasurer and/or the Deputy-Treasurer in coordinating the banking activities of the Township.

5. WORKING CONDITIONS

Work is conducted in public office conditions with a high public profile.

Work is subject to interruptions to provide advice and information.

Work is subject to deadlines and shifting priorities of Council and public demands

Office hours are standard (32 hours/week), Monday through Friday.

Extra hours required for Municipal Election purposes, peak periods or special meetings of Council outside the usual times.

Typical climate-controlled office environment with occasional travel to other Township buildings. Work activities require visual and mental concentration for intermediate durations of time.

Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

Staff assist each other with general duties to ensure everyone is familiar with the daily operating duties within the office. Staff work together in a unified and organized working environment.

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.

6. CONFIDENTIALITY

The Employee acknowledges that in the course of performing and fulfilling their duties hereunder, they may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Employer and of the Municipality's ratepayers, and that the disclosure of any such confidential information during their employment or at any time thereafter, except in the proper course of their duties or with the express written permission of the Employer, would be highly detrimental to the interests of the Employer. The Employee further acknowledges and agrees that the right to maintain the confidentiality of such information constitutes a proprietary right which the Employer is entitled to protect. Accordingly, the Employee covenants and agrees that they will not disclose any such confidential information to any third party, nor shall they use the same, except as required in the proper course of their engagement hereunder, and that after their employment ends, they shall not disclose or make any use of any confidential information acquired in the course of their employment.

7. IMPACT OF ERROR

Error in analysis, judgement and in the rendering of advice could lead to inequitable and illegal policy and by-laws resulting in severe legal ramifications and unfavourable public relations reflecting directly on Council.

Error in financial policy development or advice to Council and others could lead to considerable embarrassment to Council or serious financial repercussions.

Errors in performing operational duties such as preparing budgets and tax rates, collection of accounts and investing funds could result in a major financial crisis.