

TOWN OF PETAWAWA

(April 2021)

JOB TITLE: CLERK

DEPARTMENT: ADMINISTRATION

Directly Responsible to: Chief Administrative Officer (CAO)

Indirectly Responsible to: Treasurer

PURPOSE OF THE POSITION

To execute the statutory and advisory duties of the Clerk as provided for in Provincial Legislation as well as perform a wide variety of functions. In addition the Clerk provides advice/guidance/interpretation to Council, the public, and various statutory bodies on procedural matters and legislative requirements.

MAJOR RESPONSIBILITIES

PROGRAM/SERVICE

- Performs the statutory duties of the Clerk under the *Municipal Act* and any other Acts or Regulations pertaining to municipalities
- Responsible for communication of statutory authority, requirements and guidelines to Council to ensure Council's actions and municipal undertakings are in compliance therewith
- Attends all Council meetings and accurately records the minutes of procedures and resulting decisions
- Responsible for the preparation and distribution of agendas, minutes of meetings and general correspondence arising from these minutes
- Prepares and presents reports to Council as required; prepares or directs the preparation of by-laws, agreements and motions for Council approval
- Implements directives, policies, and decisions of Council; works with the CAO in the implementation of said policies and for coordination and consistency throughout departments
- Fulfills the duties of the Returning Officer for municipal elections, and is responsible for all aspects of conducting the municipal election and any by-elections
- Acts as *Freedom of Information and Protection of Privacy Act* Coordinator; directs and is responsible for adherence to the provisions of the *Municipal*

- Freedom of Information and Protection of Privacy Act* and coordinates, reviews and responds to requests for information under the legislation
- Responsible for Town records management including effective retention, filing and retrieval system
 - Oversees the By-law Enforcement and Animal Control functions of the municipality
 - Manages the Complaints Policy and Procedures
 - Maintains register and files documents as Division Registrar under the *Vital Statistics Act*
 - Issues marriage licences under the *Marriage Act*
 - Prepares and monitors Lottery Licences and Acts as Lottery Licencing Officer
 - Acts as Commissioner for Taking Affidavits as per the *Commissioners for Taking Affidavits Act*
 - Acts as Secretary to the *Town of Petawawa Police Services Board*
 - Acts as Alternate Community Emergency Management Co-ordinator with respect to the Town's Emergency Plan
 - Assists in the development of corporate communications, including presentations, speeches, press releases and media opportunities
 - Prepares and publishes advertising and public notices for administration related matters
 - Responsible for preparing and maintaining confidential material pertaining to the municipality and Council
 - Provides human resources assistance with respect to the Town's Human Resources Corporate Policies and Procedures
 - Coordinates the preparation and receipt of corporate tender documents as required
 - Performs other related duties as may be assigned by the CAO or Treasurer

This description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

HUMAN RESOURCES

- The Executive Assistant is indirectly responsible to the Clerk, and provides assistance as described in the Executive Assistant job description
- Work carried out in conjunction with all office staff

FINANCIAL RESOURCES

- Assists the CAO and Treasurer in the development of the annual budget as required

MATERIAL RESOURCES

- Ability to use a variety of office equipment, including computer, calculator, copier, projectors, typewriter

SKILL AND EFFORT

KNOWLEDGE

- A degree or diploma in Public Administration, Political Science or related discipline is preferred; a related mix of education and experience may be considered
- Professional designation of AMCT or CMO is preferred
- Diploma in Municipal Administration or Management is preferred
- A minimum of five years' experience in a municipal management position
- Significant demonstrated management experience and understanding of local government and municipal administration
- Political astuteness, tactfulness and diplomacy, with knowledge of municipal government processes and parliamentary procedures
- Completion of the Basic Emergency Management Course and the Community Emergency Management Coordinator Course are assets
- Thorough knowledge of provincial legislation as it pertains to municipal government including the *Municipal Act*, *Municipal Conflict of Interest Act*, *Planning Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Vital Statistics Act*, *Municipal Elections Act*, *Marriage Act*, Lottery Licencing Regulations
- Excellent oral, written and interpersonal communication skills
- Excellent organizational, planning, research and analysis skills
- High level of computer literacy

PHYSICAL SKILL AND EFFORT

- No special physical skills required

DECISION MAKING AND JUDGMENT

- Work is performed under the direction of the CAO
- Requires a high level of initiative, resourcefulness and ability to work independently
- Demonstrates strong time management skills and an ability to prioritize tasks
- Maintains high degree of confidentiality
- Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Corporation

INTERPERSONAL SKILLS/CONTACTS

INTERNAL

- CAO
- Treasurer
- Executive Assistant
- Mayor and members of Council
- Senior and support staff of other departments

EXTERNAL

- County of Renfrew, provincial ministries, federal departments, municipalities, boards, committees and commissions
- Professional consultants
- General public
- Offices of MP and MPP

WORKING CONDITIONS

ENVIRONMENT

- Office environment

CONTROL OVERSCHEDULE

- Required to work 35 hours per week
- Will be required to work beyond regular office hours to attend Council meetings and Council in Committee meetings and other meetings as assigned