

## **TOWNSHIP OF EDWARDSBURGH CARDINAL JOB DESCRIPTION**

**JOB TITLE:** Clerk (16 Month Contract)  
**REPORTS TO:** Chief Administrative Officer  
**SALARY GRID LEVEL:** 5 (\$78,022 - \$97,528)  
**Date:** September 2024

### **Position Summary:**

Fulfills statutory duties of the Clerk in accordance with the Municipal Act. Under the direction of the Chief Administrative Officer, the Clerk acts as the corporate secretary by preparing committee agendas, minute preparation etc. The Clerk prepares draft resolutions, motions and by-laws as may be required for committee and council meetings. The Clerk provides recommendations as they relate to interpreting applicable law and by-laws, and/or activities held at committee and council meetings. The Clerk acts as the Municipal Returning Officer, is the local registrar, issues various licenses, maintains the corporate records, manages the activities of by-law enforcement and animal control, and is the Township's MFIPPA coordinator. In addition, the Clerk is the Township's Accessibility Coordinator, responsible for compliance with the AODA.

The Clerk is a member of the Senior Management Team. The Clerk acts as a resource and back up to the Community Development Coordinator in their absence.

### **Required Qualifications:**

- Post-secondary education in related field.
- Three to five years of previous senior level municipal experience in the Clerk's department
- Completion of, or willingness to complete, AMCTO's MAP program.
- Strong leadership ability combined with excellent interpersonal, oral and written communication skills.
- Demonstrated knowledge of municipal law and provincial legislation, including but not limited to the Municipal Act, the Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, and Municipal Conflict of Interest Act.
- Demonstrated experience in records management, with experience with TOMRMS and Filehold systems an asset.
- Thorough knowledge of municipal administration, council structure and applicable legislation; understanding of parliamentary procedures and familiarity with Roberts Rules of Order.
- Skilled at minute taking.

- Computer efficiency in Microsoft Office, eScribe agenda management, website and social media maintenance, and data management, is essential.
- Demonstrated ability to multi-task, high degree of independent working skills, excellent time management skills.
- Demonstrated ability to maintain confidentiality.
- Valid Class G driver's license.

**Position Description:**

- Member of the management team which meets on a regular basis to discuss and share information on day-to-day operations and long-range planning.
- Coordinates the preparation of council and committee agenda packages.
- Oversees matters pertaining to the conduct of effective meetings.
- Attends open and closed session committee and council meetings to record accurate minutes.
- Ensures all aspects of the municipality's Notice Policy are adhered to for council and committee meetings.
- Coordinates the preparation and distribution of by-laws, resolutions, motions and staff reports internally and externally.
- Provides written reports to committees and council.
- Responsible for the development, coordination, implementation, administration and monitoring of various Township policies, procedures and bylaws established by Council.
- Acts as a resource to Council members for various matters including public events.
- Maintains the corporate records management system.
- Acts as the Township's MFIPPA coordinator.
- Acts as the Township's AODA coordinator.
- Acts as a Commissioner of Oaths.
- Reports to the CAO in an advisory capacity as it relates to Clerk's Department matters.
- Coordinates activities with other departmental managers as required.
- Provides feedback into needs forecasts for immediate and long-range budgeting and planning
- Performs all statutory duties of the Municipal Clerk, Commissioner of Oaths, local Division Registrar and Returning Officer.
- Issues marriage licenses and acts as Officiant.
- Responds to inquiries from the public, consultants, lawyers, realtors and external agencies
- Manages all aspects of municipal election processes in accordance with the Municipal Elections Act.
- Other duties as assigned by the CAO.

**The foregoing 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 to this classification.**