

City of Pembroke
Treasury Department

Job Description

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| TITLE: | Deputy Clerk |
| DEPARTMENT: | Administration |
| REPORTS TO: | Chief Administrative Officer/Clerk |

Qualifications:

1. Post-secondary degree or diploma in Business, Public or Office Administration;
2. Minimum of three (3) years relevant administrative/secretarial experience at a senior level, preferably in a municipal setting;
3. Highly proficient in keyboarding and computer software including the MS Suite;
4. Successful completion of the Municipal Administration Program and/or CMO designation as offered by AMCTO would be an asset; and
5. Successful completion of the Basic Emergency Management Course as offered by EMO would be an asset.

NOTE: A combination of post secondary education in public administration/business administration and practical experience may be considered.

Skills and Abilities:

1. A thorough knowledge of legislation, regulations, policies and procedures that impact municipal government operations (Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Planning Act, Ontarians with Disabilities Act etc.);
2. A high degree of integrity due to exposure to highly confidential and/or politically sensitive information;
3. Effective planning, time management, proof reading, research, analytical reasoning and problem solving skills; and
4. Demonstrated ability to be a team player with effective oral, written and interpersonal communication skills to ensure effective working relationships with Council, employees and the general public.

General Scope of Responsibilities:

Reporting to the Chief Administrative Officer/Clerk, you will assist with the various matters under his/her jurisdiction by providing a variety of administrative and clerical support services, and assume responsibility for the statutory duties of the Clerk in the absence of the Clerk. You will assist with all aspects of the municipal election processes.

General Scope of Duties:

1. Responsible for the preparation of agendas, motions, minutes, and attends meetings of Council as required;
2. Acts as Commissioner for Taking Affidavits pursuant to the *Commissioners for taking Affidavits Act*;
3. Acts as Deputy Division Registrar with respect to marriage licences, birth registrations, and burial permits, in the absence of the incumbent;
4. Assists the CAO/Clerk with requests received under the *Municipal Freedom of Information and Protection of Privacy Act*;
5. Assists the CAO/Clerk with the conduct of municipal elections;
6. Assumes responsibility for typing and distributing confidential information;
7. Oversees the purchasing and inventory of office supplies for the CAO/Clerk's office and the Mayor's office;
8. Provides secretarial and clerical support to the CAO/Clerk and other City Departments as required;
9. Responsible for municipal records including effective filing and retrieval system;
10. Prepares advertising and public notices for administration related matters;
11. Researches and prepares correspondence, agreements, reports, by-laws, and motions;
12. Acts as secretary to the City of Pembroke Accessibility Advisory Committee;
13. Acts as Accessibility Coordinator for the City of Pembroke;
14. Acts as alternate Community Emergency Management Coordinator;
15. Assists in the development of presentations, speeches, press releases, and media opportunities;
16. Maintains CAO/Clerk and Council calendars and is responsible for the setting of appointments;
17. Assists in organizing special events and civic ceremonies, preparing certificates and awards;

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18. Registers CAO/Clerk and Council for conferences and seminars and arranges accommodation and travel;
19. Ensures public documents are posted on the corporate web site;
20. Responsible for booking City Hall for meetings and maintaining a log of reservations;
21. Recording Secretary for the following committees: Finance and Administration, Pembroke Parking Authority, Planning Advisory, Emergency Management Program Committee;
22. Supports all City Departments as may be required; and
23. Performs any other related duties as assigned.

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 in this position.

Salary Range: (2011) \$51, 202 to \$62,980(Level 8) plus full benefits package.
Hours of Work: 35 hours/week (8:30 AM to 4:30 PM) Monday to Friday
Occasional overtime.