

The Corporation of the Town of LaSalle

Job Posting

Job Title:	Deputy Clerk
Department:	Council Services
Reports to:	Director, Council Services / Clerk
Posting Date:	Friday, February 20, 2015
Posting Deadline:	Friday, March 6, 2015
Salary Range:	\$86,784.65 - \$97,620.97

Summary

The Deputy Clerk assists the Director of Council Services/Clerk by exercising the statutory duties in the Municipal Act, providing administrative and advisory support in the areas of records management, licensing, legislative research, Council secretariat including by-law, agenda and minute preparation, accessibility, customer service, elections, access to information, and privacy matters. The Deputy Clerk shall also provide leadership to direct reports, assess/develop/evaluate departmental human resources, assist with the administration of one collective agreement, monitor time sheets (including sick time, banked time, vacation requests, and overtime), assign and track work activities.

Primary Duties and Responsibilities

1. Provide guidance and support to direct reports
2. Provide Council and Committee support including the preparation of agendas, minutes, by-laws, resolutions and meeting follow-up
3. Perform the statutory duties of the Municipal Clerk as directed
4. Monitor, review and communicate legislation and regulations affecting the municipality
5. Develop and implement policies and procedures
6. Support the maintenance and safe-keeping of all official records and documents
7. Attend Council and committee meetings
8. Exercise statutory powers and duties under the Municipal Freedom of Information and Protection of Privacy Act
9. Act as Commissioner of Oaths and Affidavits
10. Ensure Corporate compliance with the Accessibility for Ontarians with Disabilities Act and Regulations
11. Assist with planning and conducting municipal elections
12. Oversee dog, taxi, and lottery licensing
13. Monitor and ensure high levels of customer service
14. Enforce divisional health and safety program
15. Monitor and coordinate staff training

16. All other duties as assigned

Qualifications

- Post-secondary Degree or Diploma in Political Science, Public Administration, or related field
- Minimum of five (5) years previous related experience
- Superior communication skills
- Political astuteness and diplomacy
- Excellent analytical, organizational, leadership, and problem solving skills
- Thorough knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Accessibility for Ontarians with Disabilities Act, etc.
- Strong knowledge of Microsoft Office (Word, Excel, Outlook) and records management software applications
- Hold and maintain a valid Class "G" drivers license

Qualifications Considered Assets

- AMCT (AMCTO) and CMO designation
- Laserfiche or other electronic document management systems
- Agenda Manager or other electronic agenda software

Working Conditions

- Duties shall primarily be performed indoors
- Manual dexterity to use desktop computer and peripherals
- Operation of a motor vehicle

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift
- Flexibility in hours of work are required in order to attend Council and Committee meetings

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting

Leadership Responsibility

- Receptionist
- Records Management Clerk

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection Act and will be used solely for the purpose of candidate selection. We are

dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Please submit resume and cover letter in confidence to:

Town of LaSalle
Attn: Human Resources Officer
5950 Malden Road
LaSalle, ON N9H 1S4
hr@town.lasalle.on.ca