



JOB DESCRIPTION

TITLE: DEPUTY CITY CLERK

DEPARTMENT: Legislative Services Department

Job Desc. Last Updated: Jan. 2020

GENERAL ACCOUNTABILITY

Reporting to the Director of Legislative Services, the Deputy City Clerk is responsible for ensuring that the statutory duties and powers of the Legislative Services Department are effectively and efficiently delivered by providing direction and leadership to staff responsible for coordinating all Council and Committee meeting processes and procedures. This position is designated as the Deputy Corporate Officer, as outlined in the *Community Charter* and the *Local Government Act*, and is responsible for exercising and discharging the powers, functions and duties of the City Clerk in their absence. As Deputy Corporate Officer, this position is responsible for providing parliamentary oversight to Council, Committees and Public Hearings and acts as Deputy Chief Election Officer for all elections and referenda.

Within the organizational structure, the Deputy City Clerk is primarily responsible for ensuring the proper preparation and distribution of agenda and minutes, activities related to the proper functioning of Council Meetings, Public Hearings and Committees, the writing of reports to Council, and the supervision/coordination of the work undertaken by subordinates. Areas of responsibilities also include oversight of the Records Management Program, ensuring compliance with the Freedom of Information and Protection of Privacy Act, Corporate (city) policies and bylaws, elections related policies and bylaws, FOI policies and bylaws, Corporate privacy policies and bylaws.

NATURE AND SCOPE OF WORK

Interpret bylaws, legal documents, procedures, policies and provincial legislation; and provide information and assistance to a variety of internal and external contacts.

Responsible for management of an electronic list of electors, Records Management and Retention System; information requests under the Freedom of Information and Protection of Privacy Act; statutory duties and acting as the City Clerk at Council meetings on a relief basis.

NATURE AND SCOPE OF WORK cont.

Plans, organizes, directs and controls, through subordinates, preparation of Council agendas, minutes, bylaws and correspondence, organization and administration of civic functions, receptions and celebrations, local government elections and referenda, preparation of the voters' list, voter registration.

Ensures all reports to Council presented from all City Staff contain the necessary information and recommendations to facilitate Council's decision-making and conforms to Council policy and relevant statutes, bylaws and resolutions; identifies areas of concern to staff as appropriate.

Attends meetings of Council and Committees of Council in the absence of the City Clerk, ensures meetings are conducted according to Council's Procedure Bylaw and makes observations, suggestions and recommendations on statutory matters.

Ensures that policies and programs developed and adopted by the Council are transmitted to the senior leadership team and employees.

Oversees the administration of the City's claims management program.

Acts as official signatory for the City, in the absence of the City Clerk, with respect to bylaws, agreements, contracts and legal documents related to the City; receives and responds to affidavits, declarations and affirmations and administers oaths on behalf of the City.

Oversees all corporate policies, procedures, training and public requests for information. Represents the City on appeals submitted to the Information and Privacy Commissioner, when necessary, and as it pertains to the *FOI Act*.

Assists in the, management and controls of the annual business plan and budget, and takes corrective action as required to achieve objectives and meet established targets.

Directs the selection, appointment and appraisal of Legislative Services staff, approves training programs and recommends staff promotions, discipline and termination.

Manages the work of consultants and contractors providing services to the Department and ensures value for money spent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the *Local Government Act* and *Community Charter*, related statutes, laws, regulations and precedents respecting civic government.

Thorough knowledge and appreciation of Records Management or Archival procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES cont.

Thorough knowledge of *Robert's Rules of Order* and experience in the proper conducting of meetings.

Thorough knowledge of election legislation and election practices/procedures.

Thorough knowledge of the functions and responsibilities of City departments.

Strong ability to draft and review policies and bylaws.

Ability to plan, assign and direct work of personnel.

Ability to research, interpret, and provide advice and guidance on a variety of legislative, legal and administrative matters relating to areas of responsibility.

Strong analytical and problem-solving skills to identify competing priorities, analyze problems, organize information, identify key factors/underlying causes and develop appropriate solutions.

Ability to deal effectively with government representatives, the media, business, the general public, City staff and Council members.

Effective communication, presentation, negotiation, leadership, interpersonal and general management skills.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree and 5 years' related experience, including proven management supervisory experience in Municipal Administration with sufficient professional qualifications to qualify for a Certificate in local government statutory administration; or

Education and experience in law, preferably related to local government matters.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Satisfactory Criminal Record Check.

Class 5 Drivers Licence.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.