



JOB DESCRIPTION

JOB TITLE: CITY CLERK

REFERENCE NO: 20010

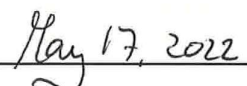
DIVISION: CITY MANAGER

DEPARTMENT: CITY SOLICITOR

APPROVAL DATES: BY:


CITY MANAGER

DATE:


May 17, 2022

BY:


CHIEF HUMAN RESOURCES OFFICER

DATE:

February 17, 2022

GENERAL DESCRIPTION:

This is a senior management position responsible for the management and direction of the City Clerk Department. This position is also the delegated authority to carry out responsibilities as assigned Designated Officer pursuant to the Municipal Government Act, Local Authorities Election Act, Administrative and Organization Bylaw, and Policies as required. Serves as Municipal Secretary to City Council and Administrative Committee, and Clerk of Subdivision and Development Appeal Board and Assessment Review Board. Coordinates the City's legally required advertising and has responsibility for the administration of the Freedom of Information and Protection of Privacy Act (FOIP Head).

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the City Solicitor.
- Reports to City Council in the capacity of Secretariat.
- Leads City Clerk Department employees.
- Maintains contact and interacts with Elected Officials, Directing Managers, Managers, City Solicitor, and department employees, media and the public.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Prepares agenda, attends and records the minutes for all regular / special City Council meetings, and Administrative Committee meetings.
- Provides procedural advice and guidance to Council and Council Committees.
- Voting member of Administrative Committee
- Communicates Council decisions to interested parties.
- Maintains permanent records, bylaws, agreements and other documents. Indirectly leads records management technical support staff.
- Acts as Returning Officer for elections and by-elections and referendums.
- Conducts City Census as required.
- Acts as FOIP Head for the municipality. Responsible for interpretation and administration of the Freedom of Information and Protection of Privacy Act.
- Functions as the point of contact with respect to the business of Council, excluding administration and operation functions with respect to the Corporation.
- Acts as a Commissioner for Oaths
- Acts as Chairperson of the Municipal Names Committee.
- Responsible for the recruitment and leadership of City Clerk Department employees.
- Responsible for preparing and administering departmental budget.

- Acts as Designated Officer / Clerk to the Assessment Review Board and Subdivision and Development Appeal Board.

REQUIRED COMPETENCIES:

- Ability to lead, support and engage a team in developing commitment to goals and ensuring accountability to established objectives.
- Extensive knowledge of all functions of the City Clerk Department, and other City departments, Committees and external organizations.
- Thorough knowledge of various Acts, Bylaws, Policies, the organization and functions of Municipal Government. Parliamentary procedures and the principles of Administrative Law.
- Advanced knowledge and ability to utilize standard business software as a tool for communication, analysis and documentation.
- Ability to identify objectives, set priorities, organize and establish procedures, and complete assignments with accuracy.
- Possess strong interpersonal skills to establish and maintain effective working relationship with internal and external customers.
- Able to express ideas clearly and effectively, orally and in writing.
- Excellent organizational / time management skills.
- Committed to promoting a safe work environment for self and others.

REQUIRED QUALIFICATIONS:

- Successful completion of a bachelor's degree in public administration, political science or related field from a recognized post-secondary institution.
- Ten (10) years' experience in Municipal Government Administration including five (5) years in a leadership capacity.
- Certified / Master Municipal Clerk, Local Government Administration Certificate or equivalent.
- An equivalent combination of management approved training and experience may be considered.

December 6, 2021