



JOB POSTING

THE CORPORATION OF THE TOWN OF GRIMSBY IS SEARCHING FOR A

TOWN CLERK

Reporting to the Chief Administrative Officer (CAO), the Town Clerk (Clerk) is responsible for the statutory duties of the Clerk as identified in the Municipal Act, 2001, and other related legislation, including preparation of agendas and minutes, development of By-Laws and conducting elections. The Clerk is responsible for administration of the corporate records and Freedom of Information (FOI) legislation, Queen's Lawn and Grimsby Mountain Cemeteries, recording of vital statistics and the issuance of marriage licenses and burial permits in accordance with Provincial regulations and the Animal Control Program. The Clerk is also the administrator of all licensing programs including lotteries.

The successful candidate will possess the following:

- Degree or Diploma in Public Administration, Municipal Administration or a related field.
- Completion of AMCTO Municipal Administration Program (MAP) or the Certified Municipal Officer (CMO) designation is an asset.
- Eight (8) years of recent related senior level management experience, preferably in a municipal environment.
- Demonstrated working knowledge of relevant legislation, regulations and statutes including the Municipal Act, Municipal Freedom of Information and Privacy Protection Act (MFIPPA), Commissioners for Taking Affidavits Act, Municipal Elections Act and other legislation related to municipal governance.
- Sound knowledge of municipal government function, including parliamentary rules, procedures and meetings.
- Familiarity with electronic applications for records management, elections and property databases.
- Demonstrated political acumen with the ability to negotiate, facilitate and present information to varied audiences.
- Excellent internal and external customer service skills.
- Advanced communication, writing and presentation skills.
- Ability to establish and maintain proactive relationships.
- High level of tact, diplomacy and confidentiality.
- Excellent organizational skills.

Interested applicants are invited to submit a letter of application and resume by **e-mail** outlining their qualifications and experience, as well as a detailed resume by no later than **Friday, September 13, at 4:30 p.m.** to the attention of **Harry Schlange, Chief Administrative Officer**, at hr@grimsby.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes, and work environments. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Department of Human Resources if you require accommodations at hr@grimsby.ca

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB DESCRIPTION

Position Title:	Town Clerk
Department:	Administration
Reports to:	Chief Administrative Officer (CAO)
Grade:	M (\$91,645 – 107,818 per annum (2019 rates))
Classification:	Permanent, Full-time, Management

JOB SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Town Clerk (Clerk) is responsible for the statutory duties of the Clerk as identified in the Municipal Act, 2001, and other related legislation, including preparation of agendas and minutes, development of By-Laws and conducting elections. The Clerk is responsible for administration of the corporate records and Freedom of Information (FOI) legislation, Queen's Lawn and Grimsby Mountain Cemeteries, recording of vital statistics and the issuance of marriage licenses and burial permits in accordance with Provincial regulations and the Animal Control Program. The Clerk is also the administrator of all licensing programs including lotteries.

DUTIES AND RESPONSIBILITIES

1. Council and Committees

- 1.1 The Clerk is responsible for fulfilling statutory duties in accordance with the Municipal Act, 2001, Section 228(1):
 - 1.1.1 To record, without note or comment, all resolutions, decisions and other proceedings of Council;
 - 1.1.2 If required by any Member present at a vote, to record the name and vote of every Member voting on any matter or question;
 - 1.1.3 To keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
 - 1.1.4 To perform the other duties required under this Act or under any other Act; and
 - 1.1.5 Other duties as are assigned by the Municipality.
- 1.2 Responsible for receipt, review and response, as necessary, of all incoming correspondence and directs to various Committees, Council and individuals.
- 1.3 Responsible for the full administration and preparation of agendas and supporting materials for Council and Administration & Finance Committee meetings that includes:
 - 1.3.1 Adherence to Council's Procedural By-law including requests from individuals or corporations to appear as delegations.
 - 1.3.2 Review of all Committee minutes prior to submission to Council, to determine what by-laws are to be prepared for the Council meeting.
 - 1.3.3 Scheduling delegations.
 - 1.3.4 Coordination with applicable Departments to obtain information required for preparation of by-laws, i.e. proper legal descriptions.
 - 1.3.5 Maintain list of all approved developments, contracts, agreements and ensure that an authorizing by-law is put forward for passing when the signed agreement is received from the other party.
- 1.4 Responsible for post meeting preparation, delivery and administration of matters including:

- 1.4.1 Following passage of by-laws, arrange for any required approvals from other agencies such as the Region of Niagara or Province of Ontario, and arrange for registration of by-laws in the Land Registry Office, as necessary.
- 1.4.2 Signing of agreements, deeds, contracts and all legal documents and arrange for Mayor's signature.
- 1.4.3 Direction and distribution of minutes.
- 1.4.4 Responses to all items of business as directed by Council and prepare correspondence to relay Council's decisions.
- 1.4.5 Advise Department Heads of approval of the Committee Minutes and any amendments directed by Council.

2. Staff Leadership

- 2.1 Responsible for the oversight, leadership and direction of the Administration Department staff in all aspects of their duties.
- 2.2 Responsible for the Administration Department payroll budget, staffing, hiring, performance management, employee development, health and safety, training and end of employment processes in collaboration with or with support from Human Resources.

3. Town Administration

- 3.1 Respond to inquiries from the public and provide information on a variety of issues including advising residents and municipal staff regarding procedures for bringing matters before Council.
- 3.2 Oversee the processing of all requests for information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 3.3 As Commissioner of Oaths, witness affidavits for various documents.
- 3.4 Approval of all applications from charitable organizations for licenses to conduct lottery events including bingo, raffle, Nevada tickets as well as general licensing provisions of relevant legislation, including:
 - 3.4.1 Ensure new applicants submit required documentation and review same to determine group's eligibility for licensing.
 - 3.4.2 Review all reports on results of lotteries and contact organizations for missing data, financial records, etc.
 - 3.4.3 Provide advice to charitable organizations relative to lottery policies.
 - 3.4.4 Keep up-to-date on new policies, procedures and forms issued by the Province.
 - 3.4.5 Issue licenses for hawkers and peddlers, Refreshment Vehicles, 2nd Level Lodging Houses, after obtaining approvals from other departments or agencies, where required.
 - 3.4.6 Provide advice on the interpretation of Provincial regulations and local by-laws pertaining to business licensing.
- 3.5 Receive all tenders; attend at opening of tenders and record prices.
- 3.6 Respond to incidents of livestock/poultry killed or injured by dogs or wolves.
- 3.7 Responsible for administration of dog licensing which includes:
 - 3.7.1 Recommendations to Council when changes in regulations or fees are required.
 - 3.7.2 Preparation of the annual budget and providing periodic reports to the Finance and Administration Committee.
 - 3.7.3 Review of the annual agreement with Lincoln County Humane Society (LCHS) and recommend contract changes to Council.
 - 3.7.4 Balance all revenues from dog licensing and fines.
 - 3.7.5 Preparation of quarterly report on revenues for LCHS and process payment.
 - 3.7.6 Respond to and address complaints from residents.
- 3.8 Responsible for supervision of cemetery administration which involves:
 - 3.8.1 Monitoring and implementing changes required by the Cemeteries Act and new procedures, as required.
 - 3.8.2 Review of rates and recommend changes.
 - 3.8.3 Balancing annual financial reports with General Ledger accounts.

- 3.8.4 Preparation of annual report on cemetery activities and revenues for the Province.
- 3.9 Responsible for administration of the unpaid parking ticket program.
- 3.10 Conduct municipal elections pursuant to the Municipal Elections Act, including training of office support staff, advice to candidates and the public, hiring and training of approximately 100 staff to work on the polls.
- 3.11 Analyze needs and available equipment and make recommendations for purchase and/or update of telephone/voice mail system. Instruct staff in programming, respond to staff having difficulty with systems, and arrange for service as required.
- 3.12 Responsible for administration of the Drainage Act, including:
 - 3.12.1 Preparation of the list of owners in drainage area;
 - 3.12.2 Preparation and distribution of all required notices and reports;
 - 3.12.3 Recommend members to sit on Court of Revision and attend all sittings of the Court, and revise assessments, as directed;
 - 3.12.4 Receive all appeals and if necessary, arrange for Ontario Drainage Tribunal Hearing; provide members of Tribunal with all relevant information on the drainage projects and attend Tribunal Hearings; and
 - 3.12.5 Revise assessments or other aspect of the project as directed by the Tribunal.

4. Other

- 4.1 Other related duties, as assigned.

SUPERVISION

Direct Reports (#)	3
Indirect Reports (#)	0

EDUCATION

Degree or Diploma in Public Administration, Municipal Administration or a related field.
 Completion of AMCTO Municipal Administration Program (MAP) or the Certified Municipal Officer (CMO) designation is an asset.

EXPERIENCE

Eight (8) years of recent related senior level management experience, preferably in a municipal environment.

SKILLS

- Demonstrated working knowledge of relevant legislation, regulations and statutes including the Municipal Act, Municipal Freedom of Information and Privacy Protection Act (MFIPPA), Commissioners for Taking Affidavits Act, Municipal Elections Act and other legislation related to municipal governance.
- Sound knowledge of municipal government function, including parliamentary rules, procedures and meetings.
- Familiarity with electronic applications for records management, elections and property databases.
- Demonstrated political acumen with the ability to negotiate, facilitate and present information to varied audiences.
- Excellent internal and external customer service skills.
- Advanced communication, writing and presentation skills.
- Ability to establish and maintain proactive relationships.
- High level of tact, diplomacy and confidentiality.
- Excellent organizational skills.

OTHER

Hours of Work:

Monday to Friday, 8:30 a.m. to 4:30 p.m.
Evening work is required for Council and Committee meetings.