

Job Description

Municipal Clerk

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Municipal Clerk is a central figure within the Region of Queens Municipality, responsible for ensuring the efficient operation of the Municipality’s legislative and administrative processes. Reporting directly to the Chief Administrative Officer (CAO), the Clerk manages, assembles, and distributes draft agendas for Council and organization-wide committees, ensuring that all necessary documentation is prepared, accurate, and accessible. Additionally, the Clerk oversees the preparation, management, and safekeeping of official records, including minutes, bylaws, agreements, and legal documents, supporting transparent and effective governance.

The Municipal Clerk plays a key role in the development and drafting of bylaws and policies, ensuring they align with the Municipality’s strategic objectives and legal requirements. The Clerk also provides executive assistance to the CAO, supporting the overall efficiency of municipal operations and facilitating effective communication within the administration. Through these combined efforts, the Clerk contributes to the Municipality’s ability to govern effectively and responsively.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p>Legislative and Administrative Support</p> <ul style="list-style-type: none"> Assemble, manage, and distribute draft agendas for Council, committees of Council, and internal multi-departmental committees, ensuring all relevant documentation is accurate, complete, and accessible. Prepare and maintain official records of Council and committee meetings, bylaws, resolutions, agreements, and legal documents, ensuring they are properly stored, secure, and easily retrievable. Oversee the protection of personal information, ensuring all municipal records and processes adhere to the Freedom of Information and Protection of 	<p>40%</p>

Description	Approximate Time Spent (%)
<p>Privacy (FOIPOP) Act, Municipal Government Act, and other relevant privacy laws. Implement safeguards and provide guidance to staff on maintaining confidentiality and security in handling personal data.</p> <ul style="list-style-type: none"> • Coordinate the publication of official notices, ensuring compliance with legal requirements and ensuring transparency with the public. • Responsible for carrying out the statutory duties of Municipal Clerk as outlined in the <i>Municipal Government Act</i> and other provincial statutes. 	
<p>Bylaw and Policy Development</p> <ul style="list-style-type: none"> • Develop, draft, and review municipal bylaws and policies in collaboration with Council and the CAO, ensuring they align with legal standards and the Municipality's strategic objectives. • Assist in the implementation and communication of new bylaws and policies to relevant stakeholders and the public. • Conduct research and provide analysis on existing and proposed bylaws and policies to support informed decision-making by the CAO and Council. 	30%
<p>Executive Assistance to the CAO</p> <ul style="list-style-type: none"> • Provide administrative support to the Chief Administrative Officer, including managing correspondence, scheduling meetings, and preparing reports. • Facilitate communication between the CAO and other municipal departments, ensuring that directives and information are accurately conveyed and acted upon. • Assist the CAO with special projects and initiatives as needed, contributing to the overall strategic goals of the Municipality. 	20%
<p>Public Transparency</p> <ul style="list-style-type: none"> • Facilitate public access to municipal records and information, ensuring compliance with public records laws and enhancing the community's understanding of municipal operations. • Acts as the Municipality's Responsible Officer under the <i>Municipal Government Act's</i> Part 20 respecting Freedom of Information and Protection of Privacy. 	10%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- Bachelor's degree in public administration, community development, sociology, psychology, social work, similar degree OR equivalent education and experience.

Experience:

- Minimum 3 years' experience in an administrative role, municipal experience is preferred.
- Experience developing legislation and policies.

Knowledge/Skill/Ability:

- Highly motivated.
- Understanding of Canadian government systems and practices.
- Excellent communication and interpersonal skills
- Demonstrated research and analytical skills
- Proficient in the use of technology
- Must submit a criminal record check satisfactory to the Municipality.



Contacts and Nature of Interactions

Frequency Legend			
Constant – every day for most of the day		Occasional – bi-weekly to monthly	
Frequent – daily		Rare – once in a while	
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Chief Administrative Officer	Internal	Constant	Update, consult, collaborate, receive direction, share and receive information.
Senior leaders	Internal	Frequent	Provide and receive information, provide guidance on legislative or policy adherence
Councillors	Internal	Regular	Provide and receive information.
Staff	Internal	Frequent	Provide and receive information.

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- [95]% of the time indoors
- [0]% of the time outdoors
- [5]% of the time driving a vehicle during work

Physical effort:

- Sitting for long periods of time
- Long periods of continuous computer usage
- Occasional offsite site visits
- Occasional travel within the Municipality

Mental effort:

- Complex problem solving
- Multitasking and managing competing priorities

Hours of work:

- Regular office hours with the ability to work some evenings and weekends depending on needs.

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.



Independent Decision Making:

- Moderate independent decision making.

Financials and Budget:

-

Confidential Information:

- Access to confidential information as it relates to contracts, employee information, personal information, and user group information.

Creativity and Ingenuity:

- Some required.

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- Not Applicable

Functional advice this role may provide and to whom it is provided:

- Provides information and expertise the Municipality on diversity, inclusion and equity matters.
- Provides information and advice regarding municipal legislation and statutory responsibilities.

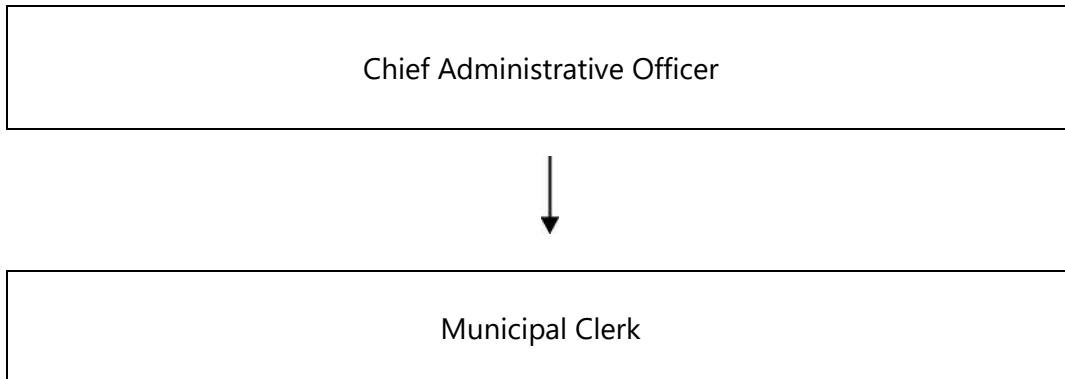
POSITION CLASSIFICATION
(Where this position fits)



Position Title: Municipal Clerk	Division:
Department: Office of the CAO	Classification:
Positions Supervised Directly:	Reports to (Direct): Chief Administrative Officer
Salary Grade:	Positions Supervised Indirectly:
Hours per week: Regular business hours	Work Location: Administrative Office
Effective Date:	Revision Date: September 8, 2024

Organizational Chart

The reporting relationship of this position to others within the immediate department.



APPROVAL

Director Approval: _____

Date: _____

CAO Approval: _____

Date: _____