



Town of Erin

Deputy Clerk/Legislative & Licensing Coordinator *Job description and duties are currently under review*

Business Unit: Legislative Services

Position Title: Deputy Clerk/Legislative & Licensing Coordinator

Reports To: Director of Legislative Services & Clerk

PURPOSE & SCOPE OF POSITION

The Town of Erin is seeking an experienced individual to fill the permanent full-time role of Deputy Clerk/Legislative and Licensing Coordinator. Under the direction of the Clerk the incumbent will be responsible for the administration of Licensing, Vital Statistics, assist with Records Management and general legislative & clerical support. In accordance with the *Municipal Act*, the successful candidate will perform the statutory duties of the Clerk in their absence.

Major Responsibilities

- Provides a high degree of customer service to the public and Members of Council by handling all requests and inquiries with respect and professionalism in a timely manner.
- Administers all functions related to lottery and marriage licenses, animal tags, vendor permits including reviewing applications, processing major event permits, and ensuring compliance with provincial and by-law requirements.
- Assist with the preparation of draft agenda's for Leadership Team meetings.
- Prepare and distribute Council/Committee agendas.
- Working with departmental staff to ensure the timely submission of staff reports and presentations.
- Keep abreast of all Town by-law revisions and any changes with relevant legislation.
- Assist the Clerk with Municipal Elections.
- Assist the Clerk with AODA compliance reporting/multi-year plans.
- Assist with LPAT appeals and other legislative duties as assigned.
- Assume all duties of the Town Clerk as outlined in Section 228(2) of the *Municipal Act* during the Clerks absence.
- Attend council/committee meetings to provide technological support (set up power points, coordinate remote delegations, ensure encoders etc are up to date)
- Prepares and circulates correspondence resulting from Council and Committee meetings.
- Assists with the implementation of the records management program under the direction of the Clerk.
- Distributes approved reports, minutes, resolutions, by-laws and agendas.
- Assists with records management, classification, retention, retrieval and destruction functions.
- Research and other duties as assigned by the Clerk.

Position Requirements

Education

- Successful completion of a post-secondary degree in political science, public administration or diploma in a relevant discipline is highly desirable.
- AMCTO Dipl. MA or completion of MAP highly desirable.
- Knowledge of municipal government processes and parliamentary procedures an asset.

Experience

- 1 to 3 years of related experience in a municipal setting.
- Previous experience working in a similar role in a Clerk's office is desirable.
- Elections and licensing & records management experience is highly desirable.

Working Conditions and Environment

- This position will be based out of the Town Offices.
- Normal office hours are 8:30am-4:30pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.
- This position is compensated at \$59,871 - \$70,036 annually.
- This position is for a 35-hour a week position.

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4:00 pm on December 1st 2021

The foregoing represents a reasonable statement of the requirements of this position. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.