



La Corporation de la Municipalité de / The Corporation of the Municipality of

ST. CHARLES

C.P. / Box 70, 2 King Street East St.-Charles ON P0M 2W0
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The Municipality of St.-Charles Clerk Position

'Where quality family lifestyle abounds amongst nature's finest assets'

The Municipality of St.-Charles is currently looking to fill the position of Clerk. Located 45 minutes east of the City of Greater Sudbury, St.-Charles boasts the natural beauty of the West Arm of Lake Nipissing, Lake Nepewassi and an abundance of farmland. The municipality has a bilingual population of 1,282, family spirit, and numerous community services ideal for raising a young family.

The Clerk is critical support to Mayor, Council, staff and the community. The Clerk is responsible for the compilation of the agendas, legal notices, public records, local elections, recording and circulating all council actions, resolutions, ordinance, minutes and much more.

The ideal candidate will have several years of knowledge/experience in municipal government administration, an aptitude for managing multiple priorities, the ability to communicate with competing audiences as well as great management skills. The Clerk must be technically savvy to manage the voluminous number of records that are produced. The Clerk must be able to communicate across multiple platforms while speaking to diverse audiences. A College or University Degree with a municipal discipline as well as good oral and written communication skills in both official languages is required.

For responsibilities, qualifications and Working conditions please refer to the full job description attached. If you are looking for a position that offers a wide variety of duties where you are not a secretary, and you get to work with management on a daily basis, this Clerk position is for you!

Job Type: Management Non-Union - Permanent Full-time Hours: 35+ per week
Compensation Package: \$60,000 per annum with a comprehensive retirement and benefit package. The position is salaried and no bank time/overtime is accumulated or paid out.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by November 3rd, 2017 to the attention of:

Julie Bouthillette, CPA, CGA - Chief Administrative Officer

2, King St East -P.O. Box 70

St. Charles, ON, P0M 2W0

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The Corporation of the Municipality of St. Charles

	Effective Date	July 31, 2017
	Revision Date:	

Job Description – Clerk

1. Reports to: Chief Administrative Officer

2. Scope of Position: The Clerk coordinates and assists the CAO with the overall administrative and clerical support services to Council and Committees of Council and such other responsibilities as are set out in the Municipal Act or other statutes. This is a statutory managerial position excluded from union.

3. Principle Responsibilities:

- a) Assists the CAO with the overall administrative and clerical duties as directed.
- b) Provides support and advice to CAO, Management, and Members of Council as required.
- c) Responsible for the conduct of municipal elections.
- d) Manages the administration and operation of the Municipal Cemeteries.
- e) Acts as Commissioner for Taking Affidavits pursuant to the Commissioners for taking Affidavits Act.
- f) Acts as Head for the administration of requests received under the Municipal Freedom of Information and Protection of Privacy Act.
- g) Advises the Mayor and Council with respect to the proper conduct of meetings in accordance with parliamentary procedure, the Municipal Act and other legislation, and the Procedural Bylaw and other bylaws of the Municipality.
- h) Provides orientation information and sessions for new members of Council and for all members of Council on new emerging municipal services and issues.
- i) Keeps the Mayor and Council and other municipal officials advised about the obligations of the Municipality with respect to the Municipal Act and other Provincial statutes.
- j) Oversees the circulation of planning applications, the coordination of municipal department comments and the conduct of statutory public meetings.
- k) Attends meetings, records and keeps track of resolutions, minutes, decisions and other proceedings of Council.
- l) Researches and prepares correspondence, agendas, by-laws, motions and minutes for the Council and Committee Meetings and coordinates information and background material for the preparation and distribution of Council and Committee Agendas.
- m) Responsible for the safekeeping, maintenance, classification, storage and retrieval, records retention and disposal of all municipal records to support transparency of actions and to ensure regulatory compliance which also includes the registry of by-law numbers, Council reports and resolutions.
- n) Assist in the development of policies, procedures and best practices.

- o) Responsible for the recording, filing, updating and tracking of the Corporation's Contracts, Policies and Procedures.
- p) Assists the Management Staff with the preparation and administration of the Corporation's Agreements and Contracts, with bid openings and the awarding of contracts.
- q) Communicates the decision and policies of Council and Committees to municipal department heads and monitors their implementation.
- r) Communicates the decision and policies of Council and Committees to all applicants, petitioners and to persons, agencies and other interested parties who are required to be advised of the decision and proceedings.
- s) Interprets the Municipality's By-laws, resolutions and policies to communicate them in writing to interested citizens.
- t) Responds to queries regarding Council/Committee business and notify stakeholders of Council decisions.
- u) Prepares advertising and public notices for administration related matters and ensures that they are posted as per the Municipal Policies.
- v) Ensures that public documents, notices, agendas and minutes are posted on the municipal website.
- w) Responsible for the recording, filing and distribution of all reports and correspondence received at the Municipal Office to the appropriate department and/or to Council.
- x) Reviews incoming reports and correspondence; replies to and initiates action and correspondence on all routine matters not requiring the personal attention of the CAO or a Council decision.
- y) Registers CAO and Council for conferences and seminars and arranges accommodation and travel.
- z) Assists in the collective bargaining process in conjunction with a Committee of Council for all employees.
- aa) Risk Management and Health and Safety, Recording Secretary at Meetings
- bb) Maintains the municipality's insurance program, forwards claims to the insurer or adjuster and negotiates renewals and premiums.
- cc) Administers summer student employment program
- dd) Manages the administration and operation of service Ontario
- ee) Act as an assistant and second in command for the Community Emergency Management Coordinator.
- ff) Has signing authority
- gg) Evaluates the performance of staff under direct report.
- hh) Other Duties as assigned

4. Qualifications:

- a) Successful completion of a Community College Program in a related field and / or successful completion of the Municipal Administration Program course through the Association of Municipal Managers, Clerks and Treasurers on Ontario.
- b) 2-3 years of related experience
- c) Proven organizational abilities.
- d) Ability to design and maintain office systems, maintain a recording system, set up a correspondence system, regularly review and controls diary entries, maintain a file monitoring system, maintain full and up to date files (costing, timelines, milestones, deadlines, etc.).
- e) Ability to allocate time, effort and other resources effectively
- f) Demonstrated interpersonal and communication skills in dealing with the public, staff,

Councillors and external groups and agencies.

- g) Ability to maintain a good relationship with the parties, acts with courtesy, respect and patience, indicates interest in the issues and the parties, does not pre-judge the parties or the issues, is modest in attitudes held towards others and in self-regard, devotes such care and attention to the parties as might be reasonably required.
- h) Ability to listen actively and comprehend (remains visibly alert at all times, does not interrupt, intervenes selectively)
- i) Ability to speak effectively (uses clear language, clarifies or paraphrases where necessary, asks concise questions if necessary, is direct but not intimidating, adopts a moderate volume and pace of speaking, uses an unemotional detached tone of voice, uses simple language, uses terminology of the parties' profession or appropriate to the listener.
- j) Ability to prepare written communication.
- k) Ability to use spreadsheet and word processing applications.
- l) General knowledge of the municipal act and other legislation
- m) Bilingual (French and English) is required.

5. Working Conditions:

- a) Works in general office conditions and is subject to constant interruption.
- b) Normal work week is 35 hours with the requirement to attend two monthly or more evening meeting.

6. Supervision: Direct supervision (Schedule and assign work, review time sheets, authorize leave, does performance evaluations) of the Service Ontario Clerk and Summer Student

