



**TOWN OF PRESCOTT
JOB DESCRIPTION**

Position Title: Director of Administration/Clerk (Non-Union)
Hours: 35 hours per week
Salary: \$95,778.97 - \$107,751.34
Reports To: Chief Administrative Officer and Treasurer

Key Duties, Responsibilities and Expectations

1. Municipal Clerk

- Performs all of the statutory duties of Clerk under the *Municipal Act*.
- Provides advice to Council and staff on the requirements of the *Municipal Act*, the Town's Procedural By-law, and other applicable legislation.
- Prepares and issues agendas and records and issues minutes for all meetings of Council, Committee of the Whole, and ad hoc Committees, as assigned.
- Acts as Returning Officer for all municipal elections and by-elections.
- Prepares and presents reports to Council, Committee of the Whole, and other committees, as required.

2. Director of Clerk Services

- Provides supervision to the Deputy Clerk and corporate services summer staff
- Delegates, assigns, and monitors work
- Resolves issues
- Trains staff
- Approves training and development
- Conducts performance reviews

3. Council Coordinator

- Coordinates Council Members schedules
- Arranges meetings
- Registers Members for meetings, training, and conferences
- Arranges travel
- Researches and provides information
- Prepares correspondence, proclamations, and reports

4. Human Resources Records Management

- Responsible for overseeing that the Human Resources documentation is accurate and up to date
- Maintains sensitive correspondence pertaining to discipline, termination and negotiations
- Attends meetings pertaining to discipline, termination, employee issues, grievances and preliminary investigation of harassment allegations
- Ensures the Town is in compliance with Human Resources related legislation such as *AODA*, *Pay Equity*, *OH&S*, and *WSIB* from a records management perspective

5. Freedom of Information and Protection of Privacy Act Officer

- Ensures that the Town is in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) through its policies, procedures, and practices
- Reviews requests for information under MFIPPA and recommends to the CAO action for release of information or denial of request
- Consults with the Town's legal counsel, as required
- Ensures that the organization adheres to MFIPPA by not inappropriately disclosing or discussing private and confidential information about residents, business owners, or Town staff.
- Advises other managers and supervisors of employees about same

6. Council Bylaw and Resolution Administrator

- Responsible for keeping an accurate record of all by-laws and resolutions passed by Council for research and retrieval
- Responsible for keeping a schedule of by-law passage, current status, and last updated
- Responsible for ensuring all new by-laws and resolutions meet regulatory and quality standards

7. Corporate Records Manager

- Manages the establishment, maintenance, retention, and destruction of all of the Town's hard copy and electronic records in accordance with the Town's records management policies and procedures
- Leads the implementation of records management software
- Prepares new and revised records management policies and procedures

8. Protocol Officer

- Provides advice to staff, Mayor, and Council on matters of protocol
- Reviews requests for Mayoral Proclamations for conformity with protocol and Town practices and recommends action for Mayor and CAO
- Prepares itineraries for and plans and manages special ceremonies and meetings
- Coordinates assigned award selection processes
- Determines need to consult with the CAO on matters of protocol, as required.

9. Website Manager

- Administers the maintenance of the Town's website ensuring compliance with the website governance model, accessibility, and web content writing standards
- Proof reads and edits proposed material and approves or oversees all website content additions, revisions, and deletions both written and visual
- Updates the website with agendas, minutes of meetings, announcements, and community events

10. Media and Social Media Communications Officer

- Liaises with the media to promote special events and Town business, places advertising, and obtains coverage
- Arranges for interviews and quotes from the CAO and Mayor
- Acts as the Town's administrative spokesperson
- Drafts and prepares media releases for approval, as required
- Monitors media coverage and ensures that the Town is well represented
- Places or approves the placement of photos, videos, and texts on social media to promote Town events and present Town activities

11. Council Special Events Coordinator

- Plans and manages Council events, as assigned
- Determines event goals in discussion with in-house or external clients
- Determines human, material, financial, physical, and information resource requirements
- Secures funding, as required
- Assigns tasks and deadlines to staff and volunteers
- Follows up for completion
- Prepares project management work flow
- Chairs or acts as secretary at event planning meetings
- Approves expenditures and variations from plans, in consultation with clients, as required

- Arranges media coverage and places announcements and publicity on social media
- Arranges for suppliers
- Attends events and provides day-of event management

12. Commissioner of Oaths and Affidavits

- Attests to affirmations and swearing of oaths and affidavits by the general public and professionals; ensures that documents are appropriate for a Commissioner of Oaths; verifies identification and notes errors on forms and documents.

13. Lottery Licensing Officer

- Reviews applications and denies or approves lottery licenses in accordance with Ontario legislation and guidelines. Reviews past practices and amends practices to bring Town into compliance. Informs former and would be applicants of lottery regulations through informal and formal training. Assists applicants with filling out applications and submitting reports.

14. Marriage License Issuer

- Reviews applications and supporting documents, verifies IDs and issues marriage licenses in accordance with the *Marriage Act* and Ministry directives. Explains marriage process in Ontario.

15. Division Registrar

- Serves as the Division Registrar for the municipality under the *Vital Statistics Act*. Registers deaths and issues burial permits.

16. Marriage Officiant (Optional)

- Solemnizes marriages in civil ceremonies at Town Hall and off-site. Ensures that couples and guests enjoy a dignified, memorable, and joyful occasion.

17. Senior Management Team Member

- Joins the CAO and Directors on the senior management team to contribute to the establishment and execution of short and long-term goals and objectives designed to meet the Town's strategic plan. Records and follows up on action requirements flowing from weekly meetings.

Education, Experience & Skills

- Post-secondary education in Public Administration, Local Government, Business Administration, or an equivalent combination of education and experience. Post graduate qualifications are highly desirable.
- Completion of the MAP program through AMCTO is required.
- CMO/AMP through AMCTO is preferable.
- Minimum of five (5) years' experience in a municipal management or supervisory position, including experience in a Clerk's Department is required.
- Experience working on municipal elections in a Clerk's Department is required.
- Thorough knowledge of applicable Provincial and Municipal legislation; meeting procedures, including Parliamentary procedures; drafting by-laws, resolutions, agendas, minutes, etc.
- Excellent interpersonal and public relations skills, with a focus on customer service excellence.
- Excellent written and verbal communication skills.
- Strong leadership ability combined with strong organizational, financial, management, and analytical skills.
- Strategic thinking and project management skills.
- Valid Ontario Driver's License.

Working Conditions and Environment

- This position is based at Prescott Town Hall in Prescott, Ontario.
- The position is based on a 35-hour work week
- Normal office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, however there are extended hours expected to attend Council and Committee meetings outside normal business hours.