



# Position Profile

December 2021

<b>Position Title:</b>	<b>Assistant Clerk</b>
<b>Reporting Relationships:</b>	<b>Department:</b> Clerk's Office <b>Reports to:</b> Chief Administrative Officer (CAO)/Clerk <b>Directs:</b> N/A <b>Internal Relationships:</b> Department Heads, Employees, Mayor & Council <b>External Relationships:</b> Residents, Municipal colleagues, Provincial departments, and Legal Counsel.
<b>Overall Position Mandate:</b>	The Assistant Clerk is responsible for scheduling, preparing for, and keeping records of Council meetings, keeping records of Council-In-Committee meetings, providing advice and assistance to Council, and performing a number of other duties stipulated by the <i>Local Governance Act</i> and/or delegated by the CAO/Clerk.
<b>Primary Position Responsibilities:</b>	<p><i>Following are the primary job duties and position responsibilities of the Assistant Clerk. The following statements are intended to describe the nature and level of work being performed, but may not be an exhaustive list of all duties. Other duties and responsibilities may be assigned by the CAO/Clerk.</i></p> <ol style="list-style-type: none"><li>1. Provides ongoing support to ensure the routine scheduling, preparation for and record-keeping for Council and Council-In-Committee (CIC) meetings.</li><li>2. Provides expertise, advice and ongoing support to Council.</li><li>3. Acts as custodian of Council records and by-laws.</li><li>4. Performs liaison functions on behalf of Council.</li><li>5. Performs other key duties and responsibilities.</li><li>6. Manages workload.</li></ol>

<p><b>Primary Position Responsibilities Cont.:</b></p>	<p>7. Applies efficient and effective communication.</p> <p>8. Ensures accuracy and expediency.</p>
<p><b>Key Position Activities supporting Primary Position Responsibilities:</b></p>	<p><b>1. Provides ongoing support to ensure the routine scheduling, preparation for and record-keeping for Council and Council-In-Committee (CIC) meetings.</b></p> <ul style="list-style-type: none"> <li>• Coordinates with the CAO/Clerk to ensure that one of them is always available to attend Council meetings as stipulated in the <i>Local Governance Act</i>;</li> <li>• Coordinates with the CAO/Clerk to ensure that one of them is always available to attend CIC meetings;</li> <li>• Routinely performs the duties associated with formal Council meetings, including the provision of pre- and post-meeting support as follows: <ul style="list-style-type: none"> <li>➤ Prepares agendas and schedule of meetings;</li> <li>➤ Provides public notice of Council meetings and Council actions as per legislative requirements;</li> <li>➤ Prepares and posts Council data packages for each meeting;</li> <li>➤ Prepares Council minutes, including who is present at the meeting, records of all motions, resolutions, and decisions;</li> <li>➤ Attends and provides pre- and post-meeting support;</li> </ul> </li> <li>• Routinely performs the duties associated with CIC meetings, including the following: <ul style="list-style-type: none"> <li>➤ Prepares session notes for CIC meetings, including who is present, decisions and action items;</li> <li>➤ In the absence of the CAO/Clerk, prepares and posts data packages for the meetings;</li> <li>➤ In the absence of the CAO/Clerk, ensures all staff members are aware of relevant action items in a timely manner; and</li> <li>➤ Attends and provides pre- and post-meeting support.</li> </ul> </li> </ul>
	<p><b>2. Provides expertise, advice and ongoing support to Council.</b></p> <ul style="list-style-type: none"> <li>• In consultation with the CAO/Clerk, provides advice to the Mayor and Council members on municipal government procedures, protocols, and relevant provisions in statutory and legislative instruments, and assists Council members to ensure that they are operating within the limitation of their rights, responsibilities and liabilities;</li> <li>• Participates in the development of new by-laws or by-law amendments, including researching and gathering information, consulting with the CAO/Clerk and legal counsel, preparing drafts for review, finalizing drafts to present to Council for approval, preparing motions for Councillors for readings, enacting amendments and consolidating them with the original by-law; and</li> </ul>

<p><b>Key Position Activities supporting Primary Position Responsibilities Cont.:</b></p>	<ul style="list-style-type: none"> <li>• Prepares and reviews correspondence and other documents on behalf of Council and/or the CAO/Clerk.</li> </ul>
	<p><b>3. Acts as custodian of Council records and by-laws.</b></p> <ul style="list-style-type: none"> <li>• Jointly with the CAO/Clerk, keeps the documents and records of the Council;</li> <li>• Keeps and maintains originals of all by-laws and resolutions, and maintains an indexed register of certified copies of all by-laws; and</li> <li>• Establishes and maintains effective record management and retrieval systems in accordance with legislative requirements and municipal needs.</li> </ul>
	<p><b>4. Performs liaison functions on behalf of Council.</b></p> <ul style="list-style-type: none"> <li>• Handles general inquiries from the public on administrative matters pertaining to by-laws or Council proceedings, and makes appropriate referrals to the Mayor, CAO/Clerk or other staff to ensure public concerns are addressed;</li> <li>• Advises residents through the preparation of flyers and various communication tools of projects being carried out in their areas;</li> <li>• Prepares social media posts and seasonal flyers to remind residents of parking regulations, snow plow issues, dog license requirements, etc.;</li> <li>• Assists the Mayor and/or CAO/Clerk in the preparation of correspondence, articles for publication and other public communications; and</li> <li>• Serves as a Social Media Administrator as per the direction of the CAO/Clerk.</li> </ul>
	<p><b>5. Performs other key duties and responsibilities.</b></p> <ul style="list-style-type: none"> <li>• In the absence of the CAO/Clerk serves as Acting Clerk for the municipality;</li> <li>• In the absence of the CAO/Clerk and in conjunction with the Mayor, signs agreements, contracts, deeds and other documents to which the municipality is a party;</li> <li>• Administers the Animal Control By-law;</li> <li>• Routinely attends and performs the duties associated with Emergency Response Plan Committee as follows: <ul style="list-style-type: none"> <li>➤ In consultation with the Fire Chief and CAO/Clerk, prepares the agenda;</li> <li>➤ Notifies committee members of meeting details and arranges for guest speakers;</li> <li>➤ Organizes training for ERP Committee members;</li> </ul> </li> </ul>

<p><b>Key Position Activities supporting Primary Position Responsibilities Cont.:</b></p>	<ul style="list-style-type: none"> <li>➤ Administers the Sentinel Emergency Alert System and One-Call Now system;</li> <li>• In the event of an emergency, serves as Duty Officer in the Emergency Operations Centre and alternate Council Liaison in the absence of the CAO/Clerk;</li> <li>• Assists in the planning and/or execution of special events or functions as requested by the CAO/Clerk;</li> <li>• Serves as a Coordinator, as appointed by the Head, under the <i>Right to Information and Protection of Privacy Act</i> (RTIPPA) to assist in the administration of the RTIPPA legislation and response to applications;</li> <li>• Acts as back-up for the Administrative Clerk as requested by the CAO/Clerk;</li> <li>• Participates in teams, projects or other assignments as requested by the CAO/Clerk and/or Council;</li> <li>• Participates in committee and/or sub-committees for special projects that may be identified as priority by the CAO/Clerk; and</li> <li>• Participates in the management team to share information, participate in priority-setting, provide subject matter expertise related to strategy development, identify the financial implications of projects, and collaborates on team-building initiatives to create a positive and highly engaged work environment.</li> </ul>
	<p><b>6. Manages workload.</b></p> <ul style="list-style-type: none"> <li>• Efficiently manages workload and other related departmental work activities as required by scope of responsibility and assignments given by the CAO/Clerk; and</li> <li>• Participates in the effective distribution of duties with the CAO/Clerk to ensure appropriate allocation of workload and priority setting.</li> </ul>
	<p><b>7. Applies efficient and effective communication.</b></p> <ul style="list-style-type: none"> <li>• Ensures the CAO/Clerk and other required internal and external relations are informed of issues and requisite policy matters on a timely basis;</li> <li>• Ensures all correspondence is completed on time and in a thorough and comprehensive manner in order to foster positive internal and external perceptions;</li> <li>• Attends meeting and/or events in a fully prepared manner and actively participates in discussions; and</li> <li>• Actively facilitates peers and client work relations and interactions in a positive and professional manner.</li> </ul>

<p><b>Key Position Activities supporting Primary Position Responsibilities Cont.:</b></p>	<p><b>8. Ensures accuracy and expediency.</b></p> <ul style="list-style-type: none"> <li>• Quickly applies initiative in all situations to ensure expeditious completion of assignments and required transactions; and</li> <li>• Ensures processes are in place to facilitate accuracy and attention to detail as part of normal work practices.</li> </ul>
<p><b>Core Competencies &amp; Organizational Values:</b></p>	<p>Personal characteristics and expectations consistent with Core Competencies &amp; Organizational Values:</p> <p><b>Customer Confidentiality</b></p> <ul style="list-style-type: none"> <li>• Ensure client, customer and supplier confidentiality is of primary concern and is committed to not discussing, showing or providing any information related to files or verbal discussions to any person(s), organization(s) or Village’s suppliers for any reason unless otherwise authorized by the CAO/Clerk.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Communicates on a regular and timely basis information that is relevant to the Village of New Maryland and related employees.</li> <li>• Communicates both one-on-one and in team settings, whichever is most appropriate and cost effective.</li> <li>• Ensures two-way communication. Listens and delivers clear, concise messages to employees and residents.</li> <li>• Constructively challenges organizational routines and practices, and supports new ideas.</li> <li>• Presents information before groups and individuals in a meaningful, stimulating and effective manner.</li> <li>• Ensures written communications are complete and delivered in succinct, articulate messages.</li> <li>• Communicates in a manner that influences and motivates.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Participates in continuous learning. Is actively engaged in self-development. Utilizes success, setbacks, challenges and change as learning opportunities.</li> <li>• Effectively utilizes feedback, coaching and the appraisal process as a developmental and re-directional productive tool.</li> <li>• Attends formal training, either within or outside the workplace. Training is to be linked with results in improved performance.</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Pro-actively promotes a climate of teamwork.</li> <li>• Demonstrates respect for the thoughts and opinions of others, and supports the outcome of the Team.</li> <li>• Provides a positive role model.</li> <li>• Demonstrates expertise in team problem solving, decision-making, consensus building, and conflict management.</li> </ul>

**Core Competencies &  
Organizational Values  
Cont.:**

**Customer Focus**

- Understands the link between the employees and residents.
- Initiates cost effective actions, innovations and plans to meet or exceed the needs of our residents.

**Practices and Processes**

- Utilizes technical abilities to ensure efficient and effective functioning in the area of responsibility.
- Persistently and constructively critiques and improves systems, practices and processes.

**Planning and Problem Solving**

- Effectively handles multiple priorities by utilizing effective organizing, planning and time management skills.
- Manages workload strategically.
- Analyses and identifies problems and seeks relevant information to creatively generate viable solutions.

**Persistence and Tenacity**

- Possesses the perseverance required to overcome barriers to effective change.
- Is relentless in “follow through”.
- Demonstrates the persistence and stamina to translate decisions into action.
- Proactively overcomes barriers to success and perseveres through adversity.

**Energy and Initiative**

- As a self-starter, seeks challenges and with little direction takes initiative to solve problems and realize opportunities.
- Displays and maintains a high activity level.
- Has a bias for action and making things happen.

**Integrity and Trustworthiness**

- Builds relationships based on trust and integrity with all fellow employees and customers/residents.
- Demonstrates care for safety and wellbeing of employees.
- Builds positive relationships by demonstrating consistency in behavior, openness in communication, candor and a commitment to fairness and honesty.

**Flexibility and Adaptability**

- Demonstrates versatility in inter-personal relationships and management style.
- Adapts to a wide range of situations.
- Seeks and welcomes positive change, manages ambiguity and adapts to stressful situations.
- Helps those around them through uncomfortable transitions.

<p><b>Qualifications:</b></p>	<p>To perform this job successfully an individual must be able to achieve each of the key objectives outlined previously.</p> <p>The minimum qualifications required to successfully perform the job are as follows:</p> <ul style="list-style-type: none"> <li>• High School graduation supplemented by post-secondary education in a relevant discipline and the requirement to take courses towards the completion of the National Advanced Certification in Local Authority Administration (NACLAA);</li> <li>• Three to five years of relevant work experience in organizing and coordinating meetings, preparing agendas and taking minutes, establishing and maintaining record systems, and handling public inquiries; and</li> <li>• Equivalent combinations of education and experience may be considered.</li> </ul>
<p><b>Knowledge, Skills &amp; Ability:</b></p>	<p>The following knowledge, skills and abilities are required:</p> <ul style="list-style-type: none"> <li>• Knowledge of the <i>Local Governance Act</i>, and understanding of relevant legislation, policies, procedures, protocols, rules and regulations concerning the structure and functioning of municipal government;</li> <li>• Knowledge of Village of New Maryland by-laws and the process and procedures for by-law development and amendment;</li> <li>• Knowledge of record management and retrieval systems, procedures and practices;</li> <li>• Skill in using office equipment, computers and software, including proficiency in Microsoft Office programs;</li> <li>• Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise;</li> <li>• Attention to detail and ability to maintain a high level of accuracy in writing or editing documents, including Council minutes and session notes, by-laws, policies, correspondence, contracts or other official documents;</li> <li>• Flexibility, including the ability to adapt to and work effectively within a variety of situations and with various individuals or groups;</li> <li>• Research and analysis skills, including the ability to conduct research on municipal procedures and protocols and analyze precedents to provide advice or recommendations to Council;</li> <li>• Planning and organizational skills, including the ability to develop and implement Council meeting practices and procedures;</li> <li>• Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations; and</li> </ul>

<b>Knowledge, Skills &amp; Ability Cont.:</b>	<ul style="list-style-type: none"> <li>• Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, Council members, residents, government officials, and other stakeholders.</li> </ul>
<b>Working Conditions:</b>	<p>The role of Assistant Clerk frequently involves working in the evening in order to attend Council and CIC meetings.</p> <p>The incumbent may face stressful situations in the course of providing advice to the Mayor and Council members on municipal government procedures and protocols, and performing community liaison functions on behalf of Council. Stress may be experienced as a result of encounters with rude, angry or disaffected residents. There are also times when the incumbent may face stress due to the need to manage multiple requests and demands and complete tasks within tight deadlines.</p> <p>Work during the evenings or weekends is required to attend Council, CIC, budget and/or special meetings.</p> <p>Participation in community events is also periodically required on evenings or weekends.</p>
<b>Physical Requirements:</b>	<p>The Assistant Clerk may spend long hours sitting and using office equipment and computers, which can cause eye and muscle strain.</p> <p>The incumbent may be required to lift and carry equipment and supplies when participating at community or special events.</p> <p>In the case of emergencies or critical incidents, the Assistant Clerk is required to serve as the Duty Officer in the Emergency Operations Centre.</p>
<b>Hours of Work:</b>	<p>The standard hours of work are 8:30 a.m. to 4:30 p.m. Monday to Friday except on statutory holidays.</p> <p>There is also a requirement to attend Council meetings, CIC meetings, and/or special meetings scheduled in the evenings or on weekends.</p> <p>The Assistant Clerk is also required to participate in special community events held periodically on evenings or weekends as requested by the CAO/Clerk.</p> <p>It is a requirement for all staff members to work the New Maryland Day event and the Remembrance Day service.</p> <p>For additional information, please see the latest revision of the HR Policy Manual.</p>



<b>Salary:</b>	The current salary range for this position is \$44,520 - \$52,469 and includes the compensation for attendance at the Council meeting and CIC meetings each month.
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*Certification and Approval*

<b>Employee Certification</b>	<b>Supervisor – CAO/Clerk Certification</b>
<p>I certify that I have read and understand the duties and responsibilities assigned to the position of Assistant Clerk.</p> <p>Employee Signature:</p> <p>_____</p> <p>Employee Printed Name:</p> <p>_____</p> <p>Date:</p> <p>_____</p>	<p>I certify that this position profile is an accurate description of the duties and responsibilities of the position of Assistant Clerk.</p> <p>CAO/Clerk Signature:</p> <p>_____</p> <p>CAO/Clerk Printed Name:</p> <p>_____</p> <p>Date:</p> <p>_____</p>