

POSITION DESCRIPTION

POSITION: TOWN CLERK

INCUMBENT:

ORGANIZATION: TOWN OF _____

DIVISION: ADMINISTRATION

LOCATION: _____, Newfoundland

DATE: _____

GENERAL ACCOUNTABILITY

This position is accountable for the provision of support to the Council and the CAO in a Corporate Secretary role as determined by the Municipalities Act, as well as, acting in a Department Head role vis-a-vis the administrative arm of Council.

STRUCTURE

This position is one of 5 positions reporting directly to the Chief Administrative Officer.

Other positions reporting directly to the Chief Administrative Officer are as follows:

Town Treasurer: This position is responsible for the financial affairs of the town.

Town Engineer: This position is responsible for engineering, public works and planning.

Recreation Director: This position is responsible for the planning and implementation of positive and comprehensive recreation programs.

Fire Chief: This position is responsible for all aspects an operations of the Fire Department.

The one (1) position reporting to the Town Clerk position is an Administrative Assistant which provides administrative support in the form of clerical and typing services.

NATURE AND SCOPE

The Administrative arm of Council is responsible for ensuring that all the policies, plans, regulations, direction, control and activities of the town are carried out and for submitting to council proposals, recommendations and plans, including long range plans, for the efficient and orderly running and development of the town. In addition, it must provide an enforcement and regulatory service, and up to date, accurate and comprehensive financial accounting of the towns assets and liabilities as well as a comprehensive engineering, planning, public works, recreation , emergency measures and fire protection program which will satisfy the goals and objectives of council.

The Town Clerk functions as Corporate Secretary to Council with responsibility for recording the proceedings and decisions of Council and ensuring that appropriate records are adequately and properly secured. Position also functions in a liaison capacity between Council, the Chief Administrative Officer and other town personnel ensuring that all decisions of Council are acted on, appropriate action taken and resolutions made. As well, the Town Clerk functions as an integral part of the management team and must be familiar with the responsibilities and authorities conferred upon the Town by appropriate legislation and regulation.

The Town Clerk assists the Chief Administrative Officer in human resources functions by participating in the development of policies and procedures, contract negotiations and collective agreement interpretation and administration, staffing procedures, position classification, and maintenance of attendance records and leave schedules. The Town Clerk is also responsible for payroll and encouraging employees they supervise to participate in training programs that will enhance career development and improving performance.

The Town Clerk is charged, under the Act with the responsibility of acting on behalf of the Town Treasurer in the absence of the official if so directed by Council. As such, the position is securely entrenched in the managerial role within the structure of the Town.

The incumbent is responsible for the creation of records of the meetings of Council, as well as, those meetings at which the person may be in attendance.

The incumbent is the Returning Officer and is also responsible for the overall organization of elections, by-elections, plebiscites and referenda conducted by or on behalf of the Town.

FREEDOM TO ACT/CONTROLS

Reporting to CAO and Council, the position exercises a considerable degree of independence, autonomy, and initiative within the policies and guidelines of the Town and legislation of the Municipalities Act.

MAJOR CHALLENGES

The major challenges of this position are:

1. to ensure that the procedural formats as required under the Act with regard to Council processes are followed,
2. to keep proper records of Council activities,
3. to provide advise to the CAO ensuring that legislative requirements are followed in according to the Act, and
4. to ensure taxes are collected on a timely basis to ensure adequate financial management of Council.

CONTACTS

The contacts of this position are as follows:

1. Council - to ensure that decisions of Council as defined are initiated, followed upon and acted upon.
2. Public/ Citizens - to provide advice, guidance, explain and defend Council decisions and policies, and resolve disputes.
3. Distributors and Suppliers - to ensure that orders are delivered on a timely basis.
4. Government (Various Government Department: such as Works and Transportation, Environment, Government Service and Lands, Municipal and Provincial Affairs) - to ensure that all Council activities are being followed according to Legislation.
5. Others-The incumbent will have continuous contact with fellow workers, Councils, various Commissions, the representatives of various groups, and members of the general public in order to obtain co-operation, explain concepts and provide advise, guidance and information.

COMMITTEES

INTERNAL: Finance, Public Works, Development, Human Resources, and Recreation. Provides advise and guidance to Council Committee.

EXTERNAL: Joint-Councils and Regional Operations Committee(such as golf courses, water supply system, waste disposal systems, recreation, etc.). Provides advise and guidance to Council.

DIMENSIONS

Total Staff Supervised:

Total Number of staff:

Financial Resources:

1. Total Budget :
2. Operating Budget (total budget - debt):
3. Special Project Budget (please specify):

Material Resources: (equipment, km of road, swimming pool, stadium, ski hill, soccer pitch, playgrounds, parks, km walking trails, wetlands, ballfields, curling rinks, library, tennis courts, golf course, sewer treatment plant, full water treatment plant, etc.)

Population:

Number of businesses:

Number of households:

Number of building permits:

Number of housing starts:

SPECIFIC ACCOUNTABILITIES or DUTIES AND RESPONSIBILITIES

- Records and ensures safe preservation of the minutes, documents and resolutions of Council and its Committees and is responsible for their filing, maintenance and safe preservation.
- Issues of permits, certificates, licenses, notices and other documents.
- Receipts and responds to written representation made to Council.
- Is the returning Officer for the Municipal Elections.
- Performs Public relation duties.
- Prepares and manages the budget for the Clerk's Office.
- Possess custody of the corporate seal of the Municipality and ensures that it is affixed to all such documents which are required by Council.
- Determines and maintains appropriate insurance coverage for all assets of the corporation.
- Performs the Human Resources functions and by-laws preparation.
- Responds to work groups, supervisors and the public in a polite, informative, caring and effective manner.
- Administers Complaints/Service telephone line.
- Assists Town Manager with Labour Relations activities.
- Performs duties and responsibilities of the treasurer where the position is vacant.
- Other duties as agreed to by the incumbent, CAO, and Council.

WORKING CONDITIONS

Incumbent is subject to:

- computer glare
- lighting conditions
- ventilation
- odors and scented products
- dirt and dust
- confined work place
- chemicals
- noise
- cold and hot temperatures

Note: Indicate extent from low to high on a scale of 1-10 (ten being the highest).

EDUCATION AND TRAINING REQUIRED FOR THE POSITION

Completion of High School supplemented by a College level diploma in Business and a Certificate in Municipal Administration. Two (2) to three (3) years of related work experience, or any equivalent combination of education and training.

APPROVAL INCUMBENT - INCUMBENT AND SUPERVISOR

ACKNOWLEDGED: _____ **DATE:** _____
(incumbent)

APPROVED: _____ **DATE:** _____
(CAO/Manager)

APPROVED: _____ **DATE:** _____
(Council)