



Employment Opportunity – Township of North Dundas **Director of Corporate Services/Clerk**

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre and numerous community events throughout the year.

The Township of North Dundas is seeking a motivated, dedicated, individual for the position of Director of Corporate Services/Clerk. As part of the Senior Leadership Team, this position is responsible for performing all statutory duties of the Clerk in accordance with the *Municipal Act* and other legislation. Responsibilities also include preparing By-laws and resolutions, accurately recording the proceedings of Council and acting as the Returning Officer for Municipal Elections.

The ideal applicant should possess a university degree in Public or Business Administration, a CMO designation, as well as five to eight years of progressive management experience, preferably in a municipal environment, and thorough knowledge of the *Municipal Act* and other relevant legislation and superior communication skills.

A complete position description, follows below.

This is a full-time position with a salary range of \$81,789 to \$95,658 and a comprehensive benefits package including participation in the OMERS pension plan.

To apply to become part of our team, please
submit your resume and cover letter by 10:00am on Monday, August 30th, 2021 to
Angela Rutley, CAO
Township of North Dundas
636 St. Lawrence St., PO Box 489,
Winchester, ON K0C 2K0
Fax: 613-774-5699
E-Mail: careers@northdundas.com

The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted. The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

Title: Director of Corporate Services/Clerk	Department: Corporate Services
Reports To: Chief Administrative Officer	Date Approved: July 27, 2021
Wage Grade: Grade 12	

POSITION PROFILE:

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services/Clerk performs all statutory duties of the Clerk in accordance with the *Municipal Act* and various other legislation. The Director of Corporate Services/Clerk is also responsible for administering Access to Information requests and the corporate Records Management System.

The Director of Corporate Services/Clerk attends all Council and Committee of the Whole meetings and is responsible for the preparation of By-laws and resolutions, the accurate recording of all resolutions, decisions, and proceedings of Council.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Responsible for overseeing and managing the legislative processes and related activities for Council, standing committees and ad hoc committees. This includes attending Council and Committee meetings and accurately recording minutes of the proceedings and resulting decisions.

Ensures that Council's decisions are communicated promptly with all applicants, petitioners and to persons, agencies and other interested parties required to be advised of decisions and/or proceedings. As required, disseminates corporate information to Township departments, the public, external agencies, and other levels of government.

Participates as a member of the Management Team providing input on corporate planning or strategic initiatives; attends Director's meetings, lead and/or participates in project teams as assigned by the CAO.

Responsible for compiling and reviewing Council reports from Township Directors, preparation and circulation of Council packages, and meeting agenda preparation.

Researches and analyzes policy and By-law development and oversees all matters pertaining to the conduct of effective Council meetings. Ensures issuance of required public notices.

On his/her own authority or in conjunction with the Township solicitor, prepares or directs preparation of all required by-laws and motions for submission to Council for approval.

Responsible for audio-visual equipment, electronic recording and streaming of Council meetings as required.

Within the Corporate Services Department, manages/supervises the Emergency Management Coordinator, the Communications Coordinator and other staff as assigned. This includes responsibility for ensuring the effectiveness/efficiency of the emergency management, and communications services of the Township.

Acts as Emergency Programs Manager/CEMC or alternate.

Coordinates all Council/Committee appointments as required. Coordinates all requests for delegations before Council.

Responsible for the development and management of the Township's Records Management System, including, but not limited to, retention schedules/By-laws, needs assessment, policy development/implementation, archival selection, and destruction.

Acts as a Commission of Oaths.

Acts a Civil Marriage Officiant.

Responsible for Municipal Licensing and Lotteries.

Acts as a Signing Officer for the Municipality.

Performs the duties of Returning Officer for Municipal Elections.

Acts as the local registrar for all deaths occurring in the Township and directs the issuing of burial permits and other related documents as required.

Completes cemetery reports.

Processes applications for fence viewers and livestock evaluations.

Researches grant opportunities and prepares grant applications.

Acts as a resource person for Council by advising members of meeting procedures and their responsibilities as elected members, as well as providing administrative support to Council.

Communicates effectively, professionally and courteously with all levels of staff, elected officials, other levels of government and the general public, both verbally and in writing.

Maintains a thorough knowledge of trends and developments in legislation, provincial policy directives and other legal and economic matters that impact the Township.

Provides support services to and liaises with the Chief Administrative Officer and other Department Heads as required.

Prepares and monitors annual budget for various accounts related to Corporate Services.

Maintains corporate records including but not limited to policies, By-laws, resolutions, minutes, agendas, action requests, agreements, deeds, etc. Ensures secure storage of critical record and confidentiality of sensitive data.

Manages Municipal Archives

On behalf of the Township, administers the *Freedom of Information and Protection of Privacy Act*.

Fosters good rapport and cooperative business relationships; develops and maintains a contact network with professionals in the field and counterparts in other municipalities.

Participates in programs, attends conferences and courses which foster professional or technical development where applicable and approved.

Responsible for Accessibility reporting, including to the SDG Accessibility Advisory Committee.

Maintains municipal insurance portfolio and manages claims in co-ordination with the Township's insurance broker and insurance company.

Required to perform the statutory duties as required by the Ontario Drainage Act.

Follows all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

WORK RELATIONSHIPS

Reports to the Chief Administrative Officer. Provides staff supervision/oversight as described herein. Liaise with other Township staff, federal/provincial representatives, local municipal staff and the general public.

WORK DEMANDS/STRESSES

Operates in an environment that demands accuracy, attention to detail with concentration on continuous deadlines with the ability to set priorities and multi-task. Must maintain a thorough knowledge of all legislation and policies affecting the Township. The ability to maintain confidentiality is essential. Must be able to professionally and competently deal with lawyers, insurance adjusters, construction firms, contractors etc.

EDUCATION/EXPERIENCE/APTITUDES

Degree/Diploma in Public/Business Administration, CMO or equivalent designation or equivalent combination of education/experience. Five to eight years of progressively responsible experience, preferably in a municipal environment. Thorough working knowledge of the *Municipal Act* as well as other relevant legislation/regulations. Superior communication skills, strong organizational, leadership, and analytical skills are required.

SALARY RANGE

Permanent full-time position at 35 hours per week. Annual salary Grade 12 as per Salary Grid.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*