



MUNICIPALITY OF MIDDLESEX CENTRE Clerk

Middlesex Centre is a lower-tier municipality located within the geography of Middlesex County and has a population of approximately 17,200 over an area of 587.22 sq. kilometres. It was formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London. While predominantly a rural municipality, Middlesex Centre enjoys both urban and rural amenities.

Middlesex Centre is seeking a qualified individual to join our Municipality as the Clerk.

Position Summary

The Clerk is responsible for performing the statutory and administrative functions of Municipal Clerk, which provides leadership to the Clerk's Division. This division includes the Council/Committee secretariat function, licensing, Municipal bylaws, contracts, records management, municipal elections and supports Council and staff members to ensure that proper procedure and protocol are followed in accordance with the Municipal Act. The Clerk will manage the Corporate Records within the organization and as such, respond to information requests. In addition to these key responsibilities, the Clerk is responsible for council and corporate communications and the conduct of municipal elections. Finally, the Clerk provides advice and guidance to senior staff and Council including the research and development of corporate policies and procedures.

Preferred Qualifications

- University degree or equivalent in Business/Public Administration/Political Science and/or relevant education, experience, and training. Graduate degree preferred;
- Certified Municipal Officer (CMO) accreditation is an asset;
- Accredited Ontario Municipal Clerk (AOMC) accreditation is an asset;
- 7 years of progressive and diversified government experience. Experience in municipal government is considered an asset.
- Thorough knowledge of related legislation such as *Municipal Act 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Elections Act*, *Accessibility for Ontarians with Disabilities Act*, *Ontario Heritage Act*, and *Vital Statistics Act*; and demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions
- Highly developed political and organizational sensitivity and a demonstrated passion to serve Council and the citizens of Middlesex Centre while committing to the values required to be exhibited by all Municipal staff.
- Superior presentation and communication skills and the demonstrated ability to clearly communicate a vision and lead others to define and achieve goals.

Please refer to our website for a full job description www.middlesexcentre.on.ca. Salary range for 2018 is \$80,925.00 to \$94,672.50 with a 37.5 hour work week and a comprehensive benefits package is included. Salary range for 2019 is under review. Attendance at Council and committee meetings is required.

To apply for this position, please submit a resume outlining qualifications and experience by 4:00pm on Friday January 26, 2018 to:

Michelle Smibert, MPA, BA, CMO
Chief Administrative Officer
Municipality of Middlesex Centre
10227 Ilderton Road, RR2 Ilderton, ON N0M 2A0
smibert@middlesexcentre.on.ca

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

The Clerk is responsible for performing the statutory and administrative functions of Municipal Clerk, which provides leadership to the Clerk's Division. The division includes the Council/Committee secretariat function, licensing, records management, municipal elections and supports Council and the other staff members to ensure that proper procedure and protocol are followed in accordance with the Municipal Act. The Clerk will manage the Corporate Records within the organization and as such, respond to information requests. The Clerk will also align priorities of the Division with corporate and departmental objectives, the requirements of Council and the needs of client departments. Prepares and administers the Divisional budget and provides direction and functional guidance to staff. Provides relevant advice to Council, the CAO, Directors, and departments on issues, procedure and municipal policy.

Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Clerks' Division Administration</p> <ul style="list-style-type: none"> • Provides leadership to, and directs the general/financial management and day-to-day administration of the Municipal Clerk's Division comprised of the Council/Committee secretariat function, By-law enforcement, licensing, records management, freedom of information, municipal elections, insurance and risk management. • Prepares reports/recommendations/by-laws and attends Council/Committee, community and other public meetings as required; makes presentations and provides advice/guidance on by-laws and regulatory/compliance requirements, rules of procedure for meetings, municipal election processes, Provincial municipal initiatives, etc. • Liaises with Members of Council, staff, other municipal and governmental organizations, local businesses and the public providing advice and information on matters of the administration, policy and operations of the Corporation as required. • Prepares and recommends the divisional budget. Implements and monitors approved budgets, including the authorization of purchases and expenditures. • Develops, reviews, implements and revises as necessary divisional policies, procedures, administrative processes, divisional service levels performance measures and statistical information requirements. • Researches municipal practices and policies, provincial policies and regulations, management practices. Prepares reports for Council review on matters pertaining to the responsibilities of the Municipal Clerk and on matters of general municipal business as required or as directed by Council. 	<p>15%</p>

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Facilitates community and interdepartmental committees and meetings. Reviewing municipal policies and administrative practices, and the implementation of new technology and methods. 	
<p>Prepare Council and Committee Agendas and Minutes</p> <ul style="list-style-type: none"> Prepares and distributes all agendas, minutes, information items for Council meetings and Committee meetings. Lead agenda meetings and coordinate all issues/items to be presented to Council or Committee meetings Co-ordinate all staff reports and information for agendas in a timely manner for agenda preparation Schedule and organize outside delegations to Council meetings and ensure appropriate time is allotted for presentations Publish agenda's on the website and ensures all appropriate notifications as per Municipal policies and procedures. Responsible for coordinating staff follow up on matters decided by Council including Council decision letters and keeping a log of outstanding items/matters. Acts as Secretary-Treasurer for the Committee of Adjustment applications that are circulated to Council. Prepare relevant reports and materials as requested and circulate to the public as required. 	30%
<p>Maintain Municipal Records</p> <ul style="list-style-type: none"> Performs the statutory duties of Municipal Clerk under the Municipal Act and various other municipal-related legislation including organizing and maintaining records of Council and official documents of the Corporation, reviewing and signing corporate contracts/agreements and by-laws as signatory (along with the Mayor), recording proceedings of Council/Committee meetings and overseeing the Council secretariat function including prioritizing agenda items, bringing matters forward for consideration, distributing associated correspondence, etc.; provides information to the public on council meetings and issues statutory notices as required under the Municipal, Planning or other Acts; acts as a Commissioner of Oaths; authorizes the issuance of business/animal/lottery/marriage licenses; oversees the maintenance and reporting of Vital Statistics; and coordinates appointments to local Boards/Committees. Oversees the organization and maintenance of the corporate records management function; tracks, records and maintains by-laws, minutes and records of the Municipality. Maintains and manages the Filing system for both electronic and paper records in accordance with the records retention by-law. Responsible for information requests under the Municipal Freedom of Information and Protection of Personal Privacy Act and provides training to staff on this legislation. Performs the statutory duties of "Head" under the Municipal Freedom of Information and Protection of Privacy Act including promoting accessibility of public information, receiving requests for information under the Act, authorizing or denying release of information/records in accordance with provisions of the Act. Responsible to act as the liaison with the Corporation and the Archives Committee. 	25%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Develops and regularly reviews any proposed amendments in regard to Municipal administrative policies, procedures and practices. • Responsible for monitoring/tracking agreements and expiry dates to ensure that the necessary department is notified in order to take any necessary action on such agreements. 	
<p>Licensing</p> <ul style="list-style-type: none"> • Reviews applications and issues licences for animals, marriages, lotteries and businesses • Ensures that all legal and reporting requirements are met • Registers events under the Vital Statistics Act • Ensures that Municipal Cemeteries are properly licensed by the Province 	10%
<p>Elections</p> <ul style="list-style-type: none"> • Performs the statutory duties of “Returning Officer” under the Municipal Elections Act including coordinating and orchestrating municipal elections and bi-elections, determining and hiring staff required, implementing technology resources needed, overseeing the preparation of information packages to candidates and the organization and dissemination of information to the public on polling stations and voting procedures; oversees ballot counting and posts election results, supervises recounts as necessary, and associated records retention/management. • Develops internal policies and procedures related to municipal elections and bi-elections. • Maintain liaison with MPAC and voters with respect to the voters list • Researches and reviews alternative voting methods and practices and provides recommendations to Council. • Liaison with Elections Ontario and Elections Canada 	10%
<p>Other</p> <ul style="list-style-type: none"> • Responsible for applicable legislative and other Acts not already mentioned such as Accessibility for Ontarians with Disabilities Act, Commissioner of Oath • Responds to resident inquiries and ensures follow up of responses by the various departments. • Administers the Wildlife Damage Compensation program • Responsible for the process dealing with the sale or purchase of land. • Acts as the Cemetery Manager for active cemeteries 	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications (absolutely Cannot do without)

Education (degree/diploma/certifications)

- University degree from an accredited post-secondary educational institution in public administration, planning, business or a relevant discipline.
- Certified Municipal Officer (CMO) accreditation or enrolled and working towards the accreditation;
- Accredited Ontario Municipal Clerk (AOMC) accreditation or enrolled and working towards the accreditation;

Experience

- Minimum 7 years of clerk's experience in a municipal or related setting
- Significant demonstrated experience in local government administration including Council/Board secretariat experience, elections experience, and supervisory experience – preferably in a growth environment.
- Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, problem-solving, and staff leadership and supervisory skills.
- Thorough working knowledge of municipal legislation/regulations including the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, and related legislation (such as the *Planning Act*, *Development Charges Act*, *Line Fences Act*, etc.), of contemporary issues facing local government in Ontario and municipal operations in general, Council secretariat functions and rules of procedure for meetings, electoral processes, the *Occupational Health and Safety Act*, contemporary management practices, and technology in a Municipal Clerk's environment.
- Computer literacy utilizing word-processing, spreadsheet, presentation and database software, and the Internet.

Knowledge/Skill/Ability

- Excellent and demonstrated verbal, written, presentation and related communication skills.
- Strong interpersonal skills in working with teams and individuals
- Proven success working effectively with Council or a policy-making Board and working collaboratively with government agencies and others.
- Multi-tasking capabilities
- Demonstrated level of professionalism and confidentiality and strong ethics.



Preferred Qualifications (the Ideal Candidate)

Education (degree/diploma/certifications)

- Master of Public Administration, membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario.

Experience

- Over 7 years' progressive experience with the ability to think and act strategically in a political and community service environment, to foster corporate thinking, a healthy and enthusiastic workplace environment, and strong external alliances/partnerships, to align Clerk's programs/services with corporate strategic direction and departmental goals.



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Council	Regular	Interaction/ support for Council
Staff	Constant	Provides advice on municipal procedure and policies, co-ordinates staff/departmental reports, by-law, records management.
Residents	Regular	Addresses questions and assists with appropriate municipal contact.
Other municipal Clerks	Regular	Interaction and collaboration on items of mutual interest; obtaining advice on certain projects
Media	Occasional	Media inquiries
Meetings with Staff	Regular	Interaction, information sharing, problem identification and solving.g...
Licensees/Applicants	Regular	Provides support for applications and process etc.
Solicitor	Regular	Co-ordinates signing of documents that need to be executed

Work Conditions

Approximately 85% of this position's time will be spent in the office and attending meetings during normal working hours.

Constant interruptions to address a multitude of issues. Time sensitive responses required due to emergency situations and media response. Frequent meetings with both internal staff and external clients/customers/stakeholders. Interactions are generally courteous and collaborative.

Interactions are generally courteous and collaborative; required to resolve conflict, ensure full understanding of information and decisions being exchanged, and gain willing action or consent.

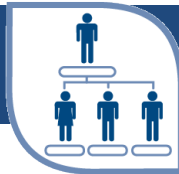
Normal hours of work are 37.5 hours per week, Monday to Friday, with regular extra time required including evening meetings.



Corporate Values

(Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into a place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community which embraces change. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



Position Classification

(Where this position fits)

Position Title: Clerk	Division: Administration
Department: Corporate Services	Classification: Non-Union
Branch:	Reports to (Direct): Chief Administrative Officer
Position(s) Supervised Directly:	Position(s) Supervised (Indirectly):
Effective Date:	Revision Date: September 11, 2017
Equivalency Code: N/A	Hours per week: 37.5