



Job Description

February 2024

Position: Director of Legislative Services/Clerk
Status: Full-Time Non-Union Position
Reports to: Chief Administrative Officer
Pay Band: Panel G
Hours of Work: 40 hours per week

Position Summary:

Reporting to the Chief Administrative Officer, the Director of Legislative Services/Clerk is a key member of the Town's Senior Management Team and is responsible for the fulfilling the statutory requirements of Clerk in accordance with the *Municipal Act*.

The Director of Legislative Services/Clerk is also responsible for the management of the Provincial Offences Court and municipal By-law Enforcement services.

Key Responsibilities:

Perform the responsibilities of the position within the legislative and regulatory standards as set out in all applicable provincial and municipal regulations, policies, and by-laws.

1. Performs prescribed duties as legislated in a confidential manner on issues related to organization and operation of the municipality.
2. Is responsible for the proper interpretation and administration of the legislative requirements of the *Municipal Act*.
3. Serves as the Chief Election Official as per the *Municipal Elections Act* and is solely responsible for the development of policy and procedure of the municipal election.
4. Serves as the "Head" for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.
5. Serves as the Records Manager responsible for the development of the records management system and maintenance of records for the Town.
6. Responsible for overseeing the Deputy Clerk, Provincial Offences Court Manager and By-law Enforcement/Property Standards Officer(s); providing leadership, development and conducting annual performance reviews.
7. Responsible for establishing and maintaining the reporting process of all information to Council and the preparation of all minutes, agendas and

- correspondence for Council and Committee of the Whole meetings.
8. Coordinates staff efforts to ensure that correspondence, motions and reports are reviewed by Council in a timely fashion.
 9. Works with the CAO to monitor the *Municipal Act* and related regulations and ensure municipal compliance.
 10. Advises Council on policy and procedure.
 11. Works closely with Town Directors to ensure proper procedure and process is followed.
 12. Coordinates applicable correspondence related to decisions of Council.
 13. Reviews existing and proposed municipal by-laws for compliance with the *Municipal Act* and applicable legislation.
 14. Prepares reports and by-laws associated with the Director of Legislative Services/Clerk's responsibilities.
 15. Assists Town Directors with the preparation of by-laws related to their spheres of operation.
 16. Develops the budget (in conjunction with the Director of Corporate Services) and policies associated with the Director of Legislative Services/Clerk's responsibilities.
 17. Appointed as Division Registrar responsible for the administration of Vital Statistics for death registrations.
 18. Lottery Licence Issuer responsible for the administration of lottery licensing.
 19. Appointed as Marriage Licence Issuer responsible for the administration of marriage licensing.
 20. Appointed as Commissioner of Oaths to provide service under the Commissioners for Taking Affidavits Act.
 21. Oversees the efficient operation of Parking Control and By-law Enforcement.
 22. Performs such other duties as directed by the CAO.

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

Qualifications

1. A university degree (4 years) or equivalent (minimum level of education required for position). A degree in Public Administration, Public Policy, or similar, considered an asset.
2. Strong conflict resolution skills with demonstrated experience.
3. Strong interpersonal skills with demonstrated experience.
4. A minimum of 8 years of management level experience, with demonstrated progressive supervisory responsibility
5. Ability to interpret appropriate provincial legislation
6. Knowledge of Robert's Rules of Order and related procedural matters
7. Excellent oral, written, presentation, interpersonal communication, organizational, analytical and strategic skills
8. Attainment of Certified Municipal Officer (CMO) designation from AMCTO considered an asset
9. Complete computer literacy.
10. Excellent and demonstrable written and verbal communication skills.
11. Must possess a valid Driver's License and be bondable.
12. Familiarity with audio-visual equipment.
13. Project management experience.

Working Relationships

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| Internal | - Direct authority for Deputy Clerk, Provincial Offences Court Manager and By-law Enforcement/Property Standards Officer(s)
- Members of Council, the CAO, Town Directors and Support staff |
| External | Liaise regularly with other municipalities, provincial ministries/agencies, consultants, media and the public. |