

Town of Wasaga Beach



JOB DESCRIPTION

Department: Administration	Division: Administration
Effective Date: January 1, 2007	Revision Date: January 1, 2023
Approved By: Chief Administrative Officer	Wage Range: \$46.89 - \$54.86
Hours of Work: 35 Hours	Value Group: Group 7

JOB TITLE:

Deputy Clerk/Cemetery Custodian

REPORTS TO:

Director of Legislative Services/Clerk

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

Coordinate the preparation of Council, Committee and Department Head agendas, motions, minutes and compile supporting material; act as recording secretary for meetings of Council, Committee of the Whole and General Government Committee; schedule deputations and presentations.

Perform duties including: Deputy Division Registrar; Deputy Issuer of Marriage Licenses; Assistant Returning Officer for Municipal Elections; research as required; coordinate records and information; Commissioner of Oaths; administer the disposition and acquisition of public land; administer Encroachment matters; Town Liaison for Accessibility Compliance; assume statutory duties of Town Clerk in absence; Custodian of the Town Cemetery.

TASKS:

% of Time

1. Deputy Clerk

65%

- Preparation of Council (1+ per month), Committee of the Whole (2+ per month) and General Government Section of Coordinated Committee (1 per month) agendas; compiling supporting material; distribute to Council, Department Heads;
- Schedule deputations and presentations; recording secretary for meetings of Council and aforementioned Committees – recording all official proceedings, including resolutions and decisions; draft motions, by-laws and minutes of meetings; distribute and process follow up correspondence;

- Coordinate appointments to Advisory Committees and Boards; act as a point of contact for Council and Advisory Committee inquiries; conduct research, as required;
- Accessibility Advisory Committee Staff Representative;
- Acts as the Town's Liaison for Accessibility Matters/AODA Compliance including Multi-Year Accessibility Plan, compliance reporting and Audit requests;
- Act as Commissioner of Oaths for public and municipal business; certify documents; Act a Deputy Division Registrar and Deputy Issuer of Marriage Licenses; Act as Assistant Returning Officer for Municipal Elections; coordinate records and information; prepare and maintain manuals and indexes for elections, by-laws, resolutions, policies, fees and charges by-law, statutory notices; provide administrative services to and carry out special projects for the Town Clerk;
- Carries out administration for the sale and acquisition and leases of Town lands, including statutory notices and liaise with professional services and report writing;
- Responsible for the administration of Encroachment files, including drafting reports to Council
- Receive and administer requests for Municipal Information for Liquor Sale Licences
- Provide confidential support to the CAO and Town Clerk and any other Department Heads or staff members, as required;
- Produce by-law and policy updates;
- Fulfil statutory duties in the absence of the Town Clerk;
- Manage insurance claim files;

2. Cemetery Custodian

25%

- Maintains general responsibility for cemetery including:
 - Sales of plots, coordination of interments, billing, etc.;
 - Carry out inspections to determine, arrange for, and oversee maintenance and fieldwork; liaison with other departments as necessary with regard to cemetery functions (ie direction to contractors and caretaker staff and Parks Foreman; Town gardener);
 - Maintenance of cemetery computer program;
 - Preparation and monitoring the cemetery budget, in consultation with the Town Clerk;
 - Preparation and completion of all forms and correspondence related to the cemetery function;
 - Maintain good communication with marker companies, funeral home, professional services and general public;
 - Draft reports and make recommendations to Committee.

3. Records Management

5%

- Assists in maintaining effective records management system for the Administration Office.

4. Other

5%

- Other duties as assigned.

QUALIFICATIONS / EDUCATION:

- Completion of a post-secondary business related degree preferred, or diploma, in public administration, political science, law, business administration or related field;
- Demonstrated knowledge and understanding of the *Municipal Act, Cemeteries Act, Municipal Elections Act, Vital Statistics Act* and municipal by-laws and processes and parliamentary procedures;
- Ability to exercise sound judgement to make decisions;
- Excellent interpersonal and communication skills with an ability to communicate effectively with all levels of staff, elected officials, the business community and general public;
- Proven ability to create effective reports, correspondence and e-mails and research and interpret legislation;
- Excellent interpersonal skills and customer service abilities;
- Good attention to detail and strong organizational skills with an ability to work independently;
- Excellent computer skills in Microsoft Office and Outlook;
- Familiarity of the TOMRMS and Tab FusionRMS or other related electronic records management software;
- Ability to work after business hours to attend Council and Committee meetings as required;
- Possess a valid Class "G" Ontario Driver's license in good standing, with appropriate Driver's Abstract;
- Ability to provide, upon hire, an appropriate criminal records check – vulnerable sector.

PROFESSIONAL DESIGNATION:

- Completion of the Municipal Administration Program (MAP);
- CMO or similar designation an asset.
- OACFP Courses for Cemetery Management and Cemetery Governance & Administration considered an asset.

EXPERIENCE:

Three (3) years previous related job experience, two (2) years on the job, five (5) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date