



Township of Dawn-Euphemia

Employment Opportunity

The Township of Dawn-Euphemia is located in Southwestern Ontario in Lambton County and has a population of 2049. Primarily a rural, agricultural setting, the Township is seeking a dynamic, dedicated, self-starter to fill the full-time position of **DEPUTY-CLERK**.

Position: Full-time Deputy Clerk
Start Date: Immediately
Reporting to: Administrator-Clerk
Closing Date: Wednesday March 5, 2025 @ Noon
Annual Salary: \$54,547 (\$29.97/hr) - \$64,937 (\$35.68/hr) based on 35 hrs/wk

Summary: Reporting to the Administrator-Clerk, this position would provide backup receptionist duties and administrative support to various departments including Public Works, Fire, Drainage, and will assist with the overall organization and operation of the Clerk's Office and Planning Functions.

Organizes, prepares and distributes all Council/Committee agendas within established timelines; provides background research, planning reports and supporting data as required; prepares minutes of such meetings and undertakes follow-up action and correspondence resulting from minutes and Council direction;

Conducts preliminary reviews and processes various planning applications filed under the Planning Act including zoning by-law and Official Plan amendments, site plan control, minor variances, legal non-conforming uses and other planning matters and ensures conformity or compliance with the same; issues clearance letters for conditions; maintains planning files.

Attends after-hour meetings as required to record minutes of Council, Committee or other. Acts as Lottery Licensing Officer for the municipality. Deputy Returning Officer in the conduct of Municipal and School Board Elections, Alternate Community Emergency Management Coordinator and performs the statutory duties of the Clerk in her absence.

Qualifications: *Post-secondary education in legal/public/business administration;
*Minimum 2 yrs experience in an office environment - municipal experience is an asset;
*Working knowledge of municipal governance, an asset;
*Excellent written and communication skills; proficiency in Microsoft Office applications; strong time-management and organizational skills with a keen sense for accuracy and attention to detail; ability to work independently and under pressure to meet deadlines; work with minimal supervision.

A copy of the job description is attached.

Resumes will be accepted until **Wednesday March 5, 2025 @ Noon** by the Township of Dawn-Euphemia,
4591 Lambton Line, RR4, Dresden, ON N0P 1M0 Ph: 519-692-5148 Fax: 519-692-5511 or

Email: deputy.clerk@dawneuphemia.on.ca

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted. The Township of Dawn-Euphemia is an "Equal Opportunity Employer". The Township will attempt to provide reasonable accommodation for a known disability for an applicant if requested.



The Township of Dawn-Euphemia

POSITION DESCRIPTION

1. Position Title:

Deputy Clerk

2. Reporting Relationship:

Reporting to the Administrator-Clerk

3. Positions Supervised: None

4. Scope of Position:

The Deputy Clerk provides administrative support to the Administrator-Clerk and various other departments and assists with the overall organization and operation of the Clerk's Office and Planning functions, as required.

The Deputy Clerk performs the statutory duties of Clerk as defined in The Municipal Act and other Acts of the Legislature in the absence of the Clerk, or as delegated by the Administrator-Clerk.

5. Responsibilities:

- 5.1 Organizes, prepares and distributes all Council/Committee agendas within established timelines; provides background research, planning reports and supporting data as required; prepares minutes of such meetings and undertakes follow-up action and correspondence resulting from minutes and Council direction.
- 5.2 Working under the direction of the Administrator-Clerk to ensure all approval processes related to amendments to the Official Plan, Zoning Bylaw and other planning matters are adhered to. Conducts preliminary reviews and processes various planning applications filed under the Planning Act including zoning by-law and Official Plan amendments, site plan control, minor variances, legal non-conforming uses, subdivision of land through subdivision plans or by consents, holding bylaws, interim control bylaws, temporary use by-laws and other planning matters and ensures conformity or compliance with the same; issues clearance letters for conditions; maintains planning files.
- 5.3 Assists as backup and second line of contact with the ratepayers to collect tax and non-tax revenues, answers incoming calls and greets office visitors providing general information and appropriate referral to various department staff. Receives public inquiries concerning control and licensing of dogs, Livestock and Poultry Protection Act, Planning Act, and matters associated with the Clerk's Department and ensures they are processed in a timely manner.
- 5.4 Provides administrative and clerical support to the Administrator-Clerk, and all other municipal departments including the Public Works, Drainage, Water and Fire Department as required.
- 5.5 Receives and processes accounts payable supplier invoices for payment, processes cheques for distribution, and provides payable listing reports to Council.

- 5.6 Balances monthly bank reconciliations.
- 5.7 Attends meetings as required to accurately record all minutes, decisions, directives, by-laws, resolutions and other proceedings of the meeting.
- 5.8 Assists with research and preparation of draft policies, contractual agreements, reports and bylaws as directed by the Administrator-Clerk. Prepares background information for use by Council.
- 5.9 Administers oaths and affidavits, preparation of affidavits in the absence of the Clerk.
- 5.10 Acts in the capacity of Deputy Returning Officer and assists in the conduct and coordination of Municipal and School Board Elections in accordance with the Elections Act.
- 5.11 Supports the maintenance of records management and retention; preserves all books, records and accounts of Council. Ensures all reports, minutes, by-laws, agreements and other legal documents have been properly signed, sealed and filed.
- 5.12 Books travel arrangements for Council and staff, including preparing and submitting registrations and booking accommodations
- 5.13 Receives, tracks and responds to excavation locate requests via ON1Call.
- 5.14 Provides clerical and administrative support to the Fire Chief as needed, inputs data and administrative documentation such as personnel, training records via Fire Pro; submits incident reports in accordance with applicable regulations. Prepares letters, documents, communications, reports and correspondence including newsletters, brochures and promotional materials; mailing forms, recording information and other related information.
- 5.15 Works under direction of the Drainage Superintendent to ensure administrative procedures for the Drainage Act for new drains, maintenance of existing drains and other drainage matters are adhered to; processes required notifications, background research, reports and supporting information for Meetings to Consider and Courts of Revision; calculates drainage assessments; tracks and processes drainage maintenance/repair request forms.
- 5.16 Updates and maintains municipal website. Participates in appropriate training as required.
- 5.17 **Alternate Community Emergency Management Coordinator (CEMC)** – Acts as the Alternate CEMC for the Township with responsibility for updating the Township Emergency Management Plan and ensuring compliance with legislative requirements.
- 5.18 **Lottery Licensing Officer** – issue all lottery/licenses/permits for the municipality including bingo, raffle, and break-open ticket licenses/permits; educate customers and ensure compliance with legislative requirements.
- 5.19 Carries out other related duties as assigned by the Administrator-Clerk.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.

- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Administrator-Clerk.

7. Authority of Position:

Authority limited to direction given by the Administrator-Clerk and to operating within accepted office and management policies and procedures; as per the statutory authorities identified within the Municipal Act and other relevant legislation to this position; works within the guidelines of legislation and policy, by-laws, resolutions and decisions of Council.

8. Working Relationships:

Contacts within the work unit are primarily with the Administrator-Clerk, Municipal Council, Committees of Council, Administration and extend to the balance of the municipal departments.

8.1 With Mayor & Council

Provides administrative assistance to Council members, as requested from time to time.

8.2 With the Administrator-Clerk

Receives direction and guidance.

8.3 With Other Staff Members

Usual cooperation and courtesy.

8.4 With Public

Interaction with the public is required to respond to general queries/requests/concerns/complaints relating to various departments. The responses are generally determined and known based on the content of corporate by-laws, policies and services and other public documents.

Interaction inside the work unit, outside the work unit and with the general public may require diplomacy, the ability to calm upset individuals and professionalism. Information and responses to enquiries are provided in a courteous manner.

9. Knowledge and Skill:

- 8.1 Minimum two (2) year post-secondary diploma in business or public administration or equivalent combination of education and experience to obtain a general knowledge in administrative functions.
- 8.2 A minimum of two years' experience in a municipal office setting, preferably related relevant experience in administrative functions and customer service, *would be considered an asset*.
- 8.3 Excellent written and communication skills; strong time-management and organizational skills with a keen sense for accuracy and attention to detail; knowledge of Microsoft Office applications; and ability to work independently and under pressure in order to meet deadlines; work with minimal supervision.

- 8.4 Working knowledge of municipal governance, parliamentary procedure, legislative and procedural framework related to statutes, regulations and bylaws affecting municipal management, with particular emphasis on the Municipal Act and Planning Act, *would be considered an asset.*

9. Physical Skill and Effort

Regular and consistent periods of concentration with several disruptions. Visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc).

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. Some minor manual labor is required to lift, drag, and push files, paper, and documents weighing up to 20 pounds.

10. Working Conditions:

Exposure to a normal office environment and typically good working conditions with little or no exposure to disagreeable environmental or hazardous conditions. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet. Regularly required to prioritize variable workload.

Required to interact politely and effectively with the general public and required to respond to questions and minor complaints from the public. Work is subject to frequent interruptions and is multi-tasked. Stress may be associated with time sensitive material and meeting strict deadlines.

Usual hours of work are 35 hours per week. This position periodically necessitates an extended schedule of evening work mainly to work regular after-hour Council/Committee and other meetings or Council.

11. Decision Making/Judgement

Work is performed under the direction of the Administrator-Clerk. In the absence of the Clerk, the Deputy Clerk assumes the legislative powers and duties.

The employee follows established practices to perform generally repetitive duties and work activities; judgement, reasoning and problem solving is involved in the day to day tasks, in order to operate without direct supervision, when the task has been defined. The employee notifies a higher authority of operational problems or issues as necessary.

Typographical errors if unnoticed could change the meaning of a document, letter, etc. which could cause possible problems for the Township. Clerical errors could be traced and corrected after delay and duplication of effort. Incorrect information to the public would result in confusion and unfavourable public relations.

Errors could be of concern but are likely to be detected and corrected utilizing the organization's internal system (quality control, supervision, peer review). An error to a customer or client could cause some embarrassment but corrective measures can be taken.