

City of Thorold

City Clerk

(Non-Union)

DepartmentClerks	Reports toChief Administrative Officer
Pay Grid Level 10	Hours of Work35 hrs./week
Position Family Administrator	LocationCity Hall

Job Summary

Reporting to the Chief Administrative Officer and part of the Senior Management Team, the City Clerk is responsible for the management of the Clerk’s Department and carrying out the statutory duties of the Clerk as defined in the Municipal Act, 2001 and numerous other Acts of Provincial Legislation.

The City Clerk acts as the Returning Officer for Municipal Election, MFIPPA Coordinator, Issuer of Marriage Licenses, Vital Statistics Division Registrar, Lottery Licensing Officer, Clerk of Drainage Tribunal, Commissioner of Oaths and is an authorized signing officer for the Corporation.

The City Clerk will be strategic while providing guidance, support and legislative advice to the CAO and Senior Management Team, act as parliamentarian to Thorold City Council and coordinate the secretariat functions for all Council meetings.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • University degree in Municipal Administration, Public Administration, Business Administration or a related field
Experience	<ul style="list-style-type: none"> • Minimum of five 5 years’ experience at a senior level in a Clerk’s Department, preferably as a City Clerk • Experience running a Municipal election is an asset
Qualifications, Certifications or Designations	<ul style="list-style-type: none"> • AMCT or CMO Designation is preferred • Thorough understanding of municipal services, administrative environment and municipal relationships with other levels of government • Ability to interpret municipal policies and procedures and provincial legislation

JOB DESCRIPTION

- Excellent interpersonal, project/time management, analytical, communication, presentation, problem-solving, leadership and supervisory skills
- Excellent written communication, minute-taking, and report writing skills
- Excellent customer service delivery both internal and external
- Ability to think and act strategically in a political and corporate service environment.
- Computer Skills in a Microsoft environment

Supervision

# of Reports	Direct: 2, Indirect: 4, Indirect Casual, and Sessional: Election Staff, as required every four years
Titles of Direct Reports	<ul style="list-style-type: none">• Deputy City Clerk• Legislative Assistant

Duties & Responsibilities

- Provides leadership, supervision and direction of the Clerk's Department.
- Develops and implements short and long-term objectives for the department in alignment with the City's strategic mission and goals
- Responsible for the day-to-day statutory duties of the City Clerk.
- Acts as a liaison for the City with internal and external stakeholders
- Division Registrar of all vital statistics for the City including marriage and deaths in accordance with the provisions of the Vital Statistics Act and the Marriage Act including performing civil marriage ceremonies.
- Serves as the Returning Officer for Municipal Elections, Commissioner of Oaths, Municipal Freedom of Information and Protection of Privacy Coordinator, Clerk of the Ontario Drainage Tribunal and Accessibility Coordinator for the Corporation.
- Leads special projects; manages and directs records management and freedom of information requests
- Prepares or directs the preparation of departmental reports and by-laws to Council.
- Oversees preparation and distribution of Council agendas and associated materials
- Attend all Council meetings and any other meetings as required.
- Provides parliamentary advice to Mayor and Council and oversees Secretariat Services to Council.
- Records the proceedings of all Council meetings and ensures documents are properly stored and secured.
- Prepares and distributes minutes; provides objective advice on agenda matters, rules or procedure and protocol

JOB DESCRIPTION

- Ensures the City meets all obligations as they relate to legislative matters under relevant obligations
- Serves as an authorized signing officer for the Corporation.
- Responsible for all Committees of Council, including recruitment, selection and meeting administration.
- Oversees the Records Management program for the Corporation.
- Receives and opens tenders in accordance with the Procurement Policy.
- Responsible for all licensing (lottery, business, dog, exotic animal)
- Oversees all aspects of canine control as contracted through the Lincoln County Humane Society and DocuPet.
- Responds to public inquiries relating to various municipal by-laws and licensing regulations.
- Preparation and monitoring of Clerk's Department annual budget.
- Approves departmental invoices for payment and authorizes the ordering of all supplies and equipment for the Clerk's Department.
- Coordinates the purchase of shared administrative supplies and equipment (paper, mailing equipment, etc.)
- Oversees the processing of insurance claims and liaises with the City's Insurance Adjuster.
- Oversees and directs website updates and development for the Corporation.
- Oversees and in consultation with the Deputy City Clerk prepares all grant applications and reporting.
- Oversees meeting scheduling, mail service, directs communication to and from Council, central telephone switchboard.
- Participates as a member of the Emergency management Program Committee and Emergency Control Group
- Performs other duties as assigned.

Additional Information

Responsible for the administration and compliance with the following legislation by acting as Corporate content expert by possessing the working knowledge of legislation, including but not limited to:

- Occupational Health and Safety Act
- Municipal Act, 2001
- Municipal Elections Act
- Vital Statistics Act
- Municipal Freedom of Information and Protection of Privacy Act
- Lottery Licensing
- Commissioner for Taking Affidavits Act
- Accessibility for Ontarians with Disabilities Act
- Municipal By-laws, agreements and policies
- Drainage Act and Drainage Tribunal

JOB DESCRIPTION

- Planning Act
- Local Improvements Act

Working Conditions

- Typical office environment
- Able to work with no supervision
- Able to multi-task
- Mental and visual concentration with frequent interruptions
- Must be able to deal effectively with the public, department heads, Mayor and Members of Council
- Attendance at all Council meetings is required
- The position is required to work outside of normal working hours
- Required to drive throughout the community to meet with staff and stakeholders

Approvals

	Name	Signature	Date
CAO	Manoj Dilwaria		

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Updated: May 2024

	Name	Signature	Date
Incumbent			