



EMPLOYMENT OPPORTUNITY

The Town of Pelham Clerk's Department is now accepting applications for the following position:

Town Clerk

Reporting to the Chief Administrative Officer, the Town Clerk is a member of the Senior Leadership Team with the responsibility for the legislative services of the Corporation. This position advises the Mayor and Council, the Chief Administrative Officer and the Senior Leadership Team regarding procedural requirements and is bound by the obligations set forth by provincial legislation and Town policy.

Duties Include:

- Perform the Council secretariat functions which includes meeting scheduling, and the preparation and distribution of agendas and materials for Council/Committee/ and other public meetings; by-law preparation; distribution of all supporting material and minutes, decisions, instructions and resolutions of Council to appropriate parties within and external to the Corporation, oversee the development, control and maintenance of council-related indices of Council, agendas, minutes, proceedings and by-laws.
- Administer the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), which includes file preparation and correspondence; the coordination and response to Freedom of Information (FOI) requests
- Oversee corporate records management for the Town, archiving of municipal records with retention/disposal according to Town By-laws.
- Act as Secretary-Treasurer, responsible for all administrative components of the Committee of Adjustment under the *Planning Act*
- Direct, lead and oversee the municipal elections process pursuant to the *Municipal Elections Act*, including developing policies and procedures to govern the election process, provide advice and guidance to candidates regarding the *Municipal Elections Act*, oversee the recruitment and training of elections officials, certifying and publishing election results, and holding the inauguration of new Councillors.
- Act as Screening Officer for the Administrative Monetary Penalty (AMP) parking enforcement program, including review of parking penalty with discretion to confirm ticket, grant extension, cancel the penalty or deduce/extend the time for payment of the fine and serve a review decision which is subject to appeal
- Act as Marriage Officiant pursuant to powers delegated by the Province of Ontario and the *Marriage Act*
- Identify and track best practices and trends/advances in the fields of Council Meeting protocols and administration, corporate records management,

registrar/vital statistics and municipal elections for possible application by the Municipality.

- Provide supervision, management, leadership, technical expertise and related communication regarding the Clerk's Department.
- Responsible for business licencing and related administrative tasks.
- Undertake special projects and perform other duties as assigned by the CAO

The successful candidate will possess the following:

- Diploma/degree in Business, Political Science, Public Administration or related discipline, a Certified Municipal Officer (CMO) designation or willing to obtain, and full membership in AMCTO.
- Seven (7) years' experience at a senior management level with at least 3 as a Deputy Clerk. Experience running a Municipal election is an asset.
- Parliamentary Procedures Course
- Thorough knowledge of Council/Committee rules, procedures, processes and protocols, local government functions/responsibilities, applicable Acts/Statutes/Regulations, records management techniques, health and safety, and employee relations principles and practices.
- Strong communication (written, oral and interpersonal), minute-taking, report writing, problem solving, organization, time management and supervisory skills.

Salary: \$101,695 - \$136,016 (40 hours per week). **Salary is under review.**

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator by 9:00 am on **Wednesday, March 10, 2021.**

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.