TOWN OF FORT FRANCES
POSITION DESCRIPTION

POSITION TITLE:	Deputy Clerk
GENERAL SUPERVISOR:	Legislative and Information Services Manager, Municipal Clerk
EMPLOYEE GROUP:	Management / Non-Union

POSITION SUMMARY:

- The Deputy Clerk fulfils the statutory requirements of: Deputy Clerk, Assistant Deputy Returning Officer for Municipal Elections, Commissioner of Oaths, and Deputy Registrar for the Town of Fort Frances.

- In the absence of the Legislative and Information Services Manager (Municipal Clerk) the Deputy Clerk provides backup for all statutory functions under the various Acts, Statutes, and Regulations.

DIRECTION RECEIVED:

- Reporting to the Municipal Clerk, the Deputy Clerk supports the administration of municipal government and helps ensure compliance with applicable legislation, policies, and procedures.

DIRECTION OF OTHERS:

- Provides functional direction, policy interpretation, and specialized advice to Council, Senior Management, Department Supervisors/Superintendents, and Administrative Staff.

REVENUE, ASSET & EXPENDITURE SCOPE:

- The incumbent assists the Clerk in preparation of the departmental budget and administers approved budget as required; authorizes payment of accounts.

GENERAL RESPONSIBILITIES:

- Assist the Municipal Clerk with legislative, administrative, and records management functions.
- Act as the Municipal Clerk when required.
- Serve as a Commissioner of Oaths and perform other legislative duties assigned under

municipal and provincial legislation.

- Assist with the coordination and administration of the Town's marriage services program, including responding to inquiries, scheduling services, and supporting marriage officiants.
- Coordinate and support Council, Board, and Committee meetings, including preparing agendas, recording minutes, and providing meeting administration.
- Maintain corporate records and records retention systems.
- Provide guidance to residents and staff regarding Council processes, municipal procedures, and by-laws.
- Research, prepare, and maintain municipal by-laws, policies, resolutions, and other corporate documents.
- Support municipal elections and related legislative processes.
- Assist with procurement administration, tenders, requests for proposals, and contract documentation.
- Manage various licenses, permits, applications, and official notices.
- Coordinate community programs and initiatives, including grants, awards, proclamations, and municipal events.
- Assist with communications activities, including media releases, website updates, social media, and public information.
- Respond to public inquiries and direct requests to the appropriate department.
- Maintain confidential information and records with a high degree of professionalism and discretion.
- Support emergency management activities as required.
- Participate in special projects and perform other related duties as assigned by the Municipal Clerk or Chief Administrative Officer.
- Other duties as assigned by the Municipal Clerk or CAO.

EDUCATION AND QUALIFICATIONS:

Required

- Ontario Secondary School Diploma (OSSD) or equivalent.
- Post-secondary education in Office Administration, Business Administration, Public Administration, or a related field (minimum one year completed).
- Minimum 1-3 years of related administrative experience, preferably in a public sector, municipal, board, or committee environment.
- Completion of the AMCTO Municipal Administration Program (MAP), or willingness to obtain.
- Completion of AMCTO Clerks' Certification courses (Clerks 1 and/or Clerks 2), or willingness to obtain.
- Strong understanding of office administration practices and customer service principles.
- Excellent verbal and written communication skills, with the ability to build positive working relationships with staff, elected officials, the public, and external partners.
- Strong organizational, research, analytical, problem-solving, and time management skills, with the ability to manage multiple priorities and deadlines.
- Demonstrated attention to detail, professionalism, discretion, and ability to handle confidential information.
- Proficiency with Microsoft Office Suite, Adobe Acrobat, and other computer-based and web applications.
- Demonstrated initiative, adaptability, and ability to work effectively both independently and as part of a team.

- Strong keyboarding and administrative skills.
- Knowledge of government administration and municipal processes.

Asset

- Diploma or degree in Business Administration, Public Administration, Political Science, Management, or a related field.
- Municipal experience, particularly in a Clerk's Office or legislative services environment.
- Knowledge of municipal government operations, governance, parliamentary procedure, and meeting administration.
- Familiarity with applicable municipal legislation, including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Municipal Elections Act, and related legislation.
- Experience in communications, media relations, website administration, or social media management.

EFFORT:

- Frequent interruptions from colleagues and the public.
- Position demands above normal concentration for prolonged periods of time.
- Preparation of formal documents requires continuous concentration for prolonged periods.

WORKING CONDITIONS:

- The incumbent works a regular schedule of 35 hours per week (7 hours per day), Monday to Friday.
- Occasional evening work is required to attend Council, Committee, Board, and special meetings.
- Flex time is provided for approved hours worked outside regular business hours.
- This position requires the ability to manage multiple priorities, meet deadlines, and maintain attention to detail in a fast-paced environment.
- Frequent interaction with staff, elected officials, residents, and external stakeholders is a regular part of the role.

CONDITIONS OF EMPLOYMENT:

- The successful candidate must provide a satisfactory Criminal Record and Vulnerable Sector Check.
- Must maintain a high degree of professionalism, confidentiality, and discretion when handling sensitive information.