



Excellence Connectivity Services Livability Growth

## Deputy Clerk - 12 Month Contract

### Internal / External Posting

*The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the position and look forward to discussing how the Township of Ramara can become your next career choice.*

#### Core Responsibilities

- Carry out statutory duties of the Municipal Clerk in the absence of the Municipal Clerk;
- Monitor and administer day-to-day operations of the Clerk's Department and its committees;
- Provide routine guidance, explanations and interpretations to staff, Members of Council and the public with respect to meeting procedures as it relates to Council's policies and procedures, Procedure Bylaw, the Municipal Act and other related legislation;
- Act as a Commissioner of Oaths and Affidavits for the execution of documents for the Township and members of the public;
- Provide Council secretariat services, including agenda preparation, resolution preparation, meeting attendance, recording minutes using electronic system as required;
- Manage agenda items including correspondence, reports and bylaws;
- Assign and follow up on directives of Council;
- Assist staff to ensure proper submission of staff reports, bylaws and presentations to the appropriate agenda in a timely manner;
- Research (including consulting with outside agencies, internal staff, engineers, solicitors, etc. as required) and prepare reports and recommendations to Council;
- Oversee appointments of Members of Council to Committees, Boards and outside agencies such as County Council, Lake Simcoe Region Conservation Authority; Lake Country, Chambers of Commerce, etc.;
- Prepare and publish notices of special meetings, public meetings, bylaw amendments, etc.
- Provide secretarial duties to the Lagoon City Parks & Waterways (LCPW) Commission including agenda preparation, resolution preparation, meeting attendance, recording minutes using electronic system;
- Manage agenda items including correspondence, reports and provide recommendations to the Commission;
- Assign and follow up on directives of the Commission;
- Manage property matters include road closings, road openings, encroachments, easements and sale of land matters;
- Act as Deputy Returning Officer - remain current on the Municipal Elections Act
- Perform duties of the Accessibility Coordinator including remaining current on the Accessibility for Ontarian's with Disabilities Act (AODA);
- Member of the Joint Accessibility Committee with Severn Township;
- Monitor, manage and administer the Township's Multi-Year Accessibility Plan, policies and procedures in accordance with AODA;
- Organize and administer the annual Accessibility Plan Public Meeting.

#### Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

**Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.**

**The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. Thank you to all applicants, but only those selected for an interview will be contacted.**

#### Qualifications / Skills

- Strong leadership and interpersonal skills with a demonstrated ability to effectively interact with others; skilled in negotiating, influencing, and consensus building among diverse groups
- Excellent communication skills, presentation skills and report writing.
- Working knowledge and experience with meeting management software such as iCompass;
- Ability to "present" well in a manner that values tact and diplomacy in a political based environment;
- Three (3) years of community college/university or equivalent;
- Five (5) years of administrative experience in a Clerk's Office;
- Experience in the Election Process;
- Proficient in Microsoft and Adobe Applications including the creation of accessible documents;

#### Required Certifications

- AMCTO Municipal Administration Program (MAP);
- Accredited Municipal Professional (AMP);
- Certified Municipal Officer (CMO) or willing to obtain;
- Accredited Ontario Municipal Clerk (AOMC) or willing to obtain.

#### Salary

\$88,143.73 - \$103,116.12 per year, plus a comprehensive benefits package.

#### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Deputy Clerk - 12 Month Contract" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to [hr@ramara.ca](mailto:hr@ramara.ca) by 4:30pm on February 12, 2024.