

**THE CORPORATION  
OF  
THE TOWNSHIP OF SOUTH ALGONQUIN**

**BY-LAW NO. 14-467**

**Being a by-law to provide for the appointment of a Deputy Clerk**

**WHEREAS** subsection 228(2) of the *Municipal Act, 2001* permits a municipality to appoint a Deputy Clerk who has all the powers and duties of the Clerk under the said Act and any other Act.

NOW THEREFORE the Council for the Corporation of the Township of South Algonquin enacts as follows:

1. Carla Gatley is hereby appointed as Deputy Clerk of the Corporation.
2. In addition to the duties required to be performed under any statute, Carla Gatley shall perform such duties as may, from time to time, be assigned to the CAO/Clerk Treasurer.
3. That the salary attached to said office shall be as determined from time to time by resolution of the Municipal Council.
4. Pursuant to Section 288(4)(5) of the *Municipal Act, 2001*, Chapter 25, the Clerk may delegate in writing to any person other than a member of council, any of the Clerk's powers and duties under this or any other Act, and that in spite of this delegation, may continue to exercise the delegated powers and duties.
5. This by-law shall come into force and take effect upon final passing thereof.
6. Duties and responsibilities of this position shall be contained in the job description attached as "*Schedule 1*" and forming part of this by-law.

**READ A FIRST AND SECOND TIME this 21<sup>st</sup> day of August 2014.**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Suzanne Klatt CAO/Clerk-Treasurer

**READ A THIRD TIME AND PASSED AND ENACTED this 21<sup>st</sup>, day of August 2014.**

\_\_\_\_\_  
Jane Dumas, Mayor

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Suzanne Klatt, CAO/Clerk Treasurer

**“Schedule 1”  
TOWNSHIP OF SOUTH ALGONQUIN**

**JOB DESCRIPTION**

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**JOB TITLE:** Deputy Clerk

**JOB CODE:**

**REPORTS DIRECTLY TO:** CAO/Clerk-Treasurer

**DEPARTMENT:** Administration

**DATE PREPARED:** July 2014

**DATE REVISED:** August 2014

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**POSITIONS SUMMARY:**

The Deputy Clerk is a member of the Administrative Department of the Township and is responsible for municipal administration as more specifically described below.

The Deputy Clerk is a statutory position and as such has duties, as assigned by the CAO/Clerk-Treasurer contained in the Municipal Act as they relate to the position of Clerk.

The Deputy Clerk supports other positions in the Township through the provision of advice in matters related to procedure and legislation.

As with all positions of the Township, the Deputy Clerk is responsible for following all guidelines for employees as legislated under the Occupational Health and Safety Act and will protect their own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety.

**DUTIES AND KEY RESPONSIBILITIES:**

The Deputy Clerk is responsible for duties as assigned and directed by the CAO/Clerk-Treasurer. These duties will be performed within the legislative and regulatory standards set out in pertinent Provincial and Municipal legislation and consistent with applicable municipal by-laws and policies.

Generally, the duties of the position will be to:

- Manages front counter service, answer the telephone and respond to general public inquiries, directing them to the appropriate personnel;
- Assist with receiving of tax payments, issuing receipts, posting and balancing to tax accounts;
- Assist with preparation of bank deposits;
- Assist with municipal IT system i.e. trouble shooting, upgrades, etc.;
- In consultation with the CAO/Clerk-Treasurer, provides secretarial support, prepares agenda with supporting materials for Council meetings, attends and takes minutes of proceedings/site meetings and do any necessary follow-up as assigned;
- Under the direction of the CAO/Clerk-Treasurer, assist in preparation of grant applications, tendering of projects;
- Human Resources and Health and Safety duties as assigned by the CAO/Clerk-Treasurer;
- Assist with drafting of policies relevant to experience and knowledge;
- Maintains an up-to-date Policy Manual containing all Council decisions regarding draft and approved municipal policies and procedures for quick reference;
- Maintains the Township website ensuring that information is kept current, and makes recommendations for improvements;
- Attends all meetings of Council and Committees of the Township;
- Adheres to all Township policies and procedures.

**Payroll**

- Calculates and maintains payroll procedures and related records for all departments;
- Prepares and reconciles all source deductions and provides same to the Accounts Payable department;
- Responsible for all correspondence to employees pertaining to payroll and benefits
- Prepares year-end reconciliation and employee T4 and T4As.

**Accounts Receivable**

- Maintains the accounts receivable procedures and controls for the municipality;

- Ensures the timely collection of all accounts receivable;
- Recommends to CAO/Clerk-Treasurer outstanding accounts for collection.

**QUALIFICATION:**

- Possess an Ontario Secondary School diploma.
- Possess business administration and/or accreditation in a Municipal Administration Program or willingness to obtain.
- Three years' experience at a senior secretarial level
- Advanced level computer skills (i.e. word processing, spreadsheets, presentation software).
- Excellent organizational and time management skills to handle heavy workload and to meet rigid deadlines.
- Excellent oral and written communication skills when responding courteously to callers and visitors, and referring such to appropriate staff when necessary.
- Excellent interpersonal skills are required to interact with the general public, Council, Committee Members and staff and to provide information to inquiries regarding departmental operations
- Possess a sound knowledge of municipal services and operations.
- Possess a high level of initiative and independent judgement, when prioritizing and organizing workload to ensure timely completion of work assignments.
- Proven ability to work with minimal supervision.

**WORKING CONDITIONS**

- High public profile
- Work subject to interruptions
- Similar to other public sector positions at this level, the incumbent from time to time is required to deal with members of the public in sometimes adverse situations.
- Work schedule is subject to shifting priorities of Department Heads and depending upon the tasks assigned may require working outside normal office hours.
- Ability to attend all Council and committee meetings which may be convened outside of normal working hours or meetings and training which on occasion may require out of town travel.

**WORKING RELATIONSHIPS**

Internal

With CAO/Clerk-Treasurer

Follows instructions and directions from CAO/Clerk-Treasurer on work to be completed, methods and schedules of completion?

Receives guidance and direction.

With other Staff

Provides leadership, guidance and direction to other staff members regarding municipal procedures, policies and protocol

Displays co-operation and team work with other members of staff and department heads

External

Maintains and builds co-operative, congenial, and courteous relationships with all external contacts.

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