



Assistant Clerk

TERMS OF REFERENCE

The Assistant Clerk is responsible for the day-to-day management, administration and support to mayor and council of the Rural Community of Hanwell in consultation with the Clerk and CAO.

TERMS OF EMPLOYMENT

Full-time position Monday to Friday, 37.5 hours per week. Evenings as required.

RESPONSIBILITIES

Provide ongoing support to ensure the routine scheduling, preparation for and record-keeping for Council meetings.

- Coordinates with the Clerk to ensure that one of them is always available to attend Council meetings as stipulated in the *Local Governance Act*;
- Routinely performs the duties associated with Council meetings, including the provision of pre-and post-meeting support
- Attends and provides pre- and post- meeting support for Committee meetings as requested

Establishes and maintains effective record management and retrieval systems in accordance with legislative requirements and municipal needs.

- Coordinates ongoing maintenance and clean-up of existing paper and electronic files and records, in accordance with the (Municipal Records Authority) MRA.
- Classify, code, process, store, retrieve, and preserve or destroy records.
- Assists with and arranges for transfers of records to off-site storage and retrieval and arranges for confidential destruction of records according to retention schedules.



- Provides general office clerical support as directed, including but not limited to photocopying, scanning, emailing, and filing.
- Maintains a central storage facility for semi-active municipal records.
- Performs occasional lifting and moving files and boxes.
- Assists with the research required for RTIPPA (Rights to Information and Protection of Privacy Act) requests.

Provide expertise, advice and ongoing support to Council.

- Participates in the development of new by-laws or by-law amendments, including researching and gathering information, consulting with the CAO and/or Clerk, preparing drafts for review by the relevant Committee, finalizing drafts to present to Council for approval, preparing motions for Councillors for readings, enacting amendments and consolidating them with the original by-law
- Prepares and reviews correspondence and other documents on behalf of Council and/or the CAO and Clerk

Acts as legal signatory and custodian of Council records and by-laws

- In the absence of the Clerk and in conjunction with the Mayor, signs agreements, contracts, deeds, and other documents to which the municipality is a party
- Jointly with the Clerk, keeps the documents and records of the Council and originals of all by-law and resolutions and maintains an indexed register of certified copies of all by-laws

Performs liaison functions on behalf of Council and performs other duties

- Handles general inquiries from the public on administrative matters pertaining to by-laws or Council proceedings, and makes appropriate referrals to the Mayor, CAO, Clerk, or other staff to ensure public concerns are addressed
- Assist the Mayor, CAO and/or Clerk in the preparation of correspondence, articles for publication and other public communications
- Assist in the planning and/or execution of special community events as requested by the CAO and/or Clerk



- Assist with the municipal website updates, as well as social media and electronic sign advertisements
- Assists with preparation of Request for Proposals, Requests for Quotations, Tender documents, Contracts for Services, Memorandum of Understanding, and other documentation necessary for the engagement of outside contractors or agencies.
- Assists with the orderly operation of the municipal office

QUALIFICATIONS:

- Post secondary education in a related field
- 3-5 years of relevant experience in a office setting
- Ability to handle difficult and stressful situations with good judgement and discretion.
- Analytical and problem-solving skills.
- Decision making skills.
- Effective written and verbal communication skills.
- Excellent computer skills (Microsoft Office, Excel, Outlook).
- Well organized, demonstrate time management, ability to multi-task and meet deadlines.
- Other equivalent training and experience may be considered.

HOURS OF WORK, SALARY, AND BENEFITS:

- Competitive salary
- Location of work is Hanwell Community Centre/Municipal Office (Hanwell Place)
- Monday to Friday 37.5 hrs/week. Some evenings may be required for meetings
- Health and Dental benefits and a Pension Plan
- Paid vacation