

EXECUTIVE ASSISTANT / DEPUTY CLERK

PERIOD OF EMPLOYMENT

Full-time, permanent

POSITION SUMMARY

The incumbent of the position, under the responsibility of the Chief Administrative Officer (CAO), is responsible for supporting Town Council meetings, providing advice and expertise as specified in legislation as requested by the CAO. The position includes the functions of Deputy Clerk, Department Head for the Clerk's office, Right to Information and Protection of Privacy Act (RTIPPA) Coordinator and Environmental Programs Coordinator.

QUALIFICATIONS

- Schooling:**
- College or university diploma in office management, administration, paralegal techniques, or any other equivalent diploma
- Experiment:**
- Five (5) years of relevant experience
 - Experience in a municipal environment or law firm will be considered an asset.
- Skills required:**
- Interpersonal relations
 - Service-oriented
 - Adaptability
 - Time Management
 - Professional judgment
 - Teamwork
- Knowledge:**
- Fluency in spoken and written French and English at an advanced level.
 - Very good computer skills, including the Office 365 suite.
- Skills:**
- Excellent writing and editing skills.
 - Excellent command of syntax, grammar, and spelling.
 - Ability to manage stressful situations and meet tight deadlines.
 - Exercise tact, diplomacy, and discretion.
 - Has a good working methodology, organization, priority management and demonstrates great rigor.
 - Ability to conduct research on laws, bylaws, rules, political structures, and procedures relating to municipal matters.
 - Critical, proactive thinking demonstrates initiative, creativity, dynamism, and resourcefulness.
 - Flexible and versatile in the execution of the work and ease of adaptation in a changing environment.
 - Problem-solving ability, able to make informed decisions independently.
- Working conditions and environment:**
- Permanent full-time position (37.5 hours per week, 8:30 a.m. to 4:30 p.m.)
 - Must be available to work outside normal working hours
 - Have a means of transportation for travel as part of work
 - Interact with Town Council, management, employees, various community groups and citizens

DUTIES AND RESPONSIBILITIES

- Preparation of documents necessary for the orientation of newly elected councils for the Registry / Administration Section.
- Supervise administrative assistants at the reception of the administrative department.
- Conducts research, compiles, and prepares data necessary for the CAO for decision-making, judicial matters, grant applications or others.
- Responsible for recording, typing, signing, filing, and distributing minutes of Town Council meetings and other meetings when appointed by the CAO.
- Coordinates with the CAO the preparation of the agenda for Town Council meetings.
- Maintains a record of confidential matters discussed in closed session under s. 68 (3) of the Local Governance Act.
- Following a Town council meeting, prepares a list of resolutions and items requiring follow-up for the CAO.
- Prepares the annual report for the municipality as described in s. 105 of the Local Governance Act.
- In consultation with or in the absence of the Chief Administrative Officer, provided advice to the Mayor and Council members on municipal government procedures, protocols and legislation.
- In the absence of the CAO, sign agreements, contracts, deeds of transfer and other documents to which the municipality is a party.
- Maintains a binder containing the originals of by-laws and maintains an indexed binder of certified copies of municipal by-laws upon receipt.
- In collaboration with the CAO, is responsible for the development of municipal by-laws, policies, and any other regulations or documents as requested, including the search for information and the preparation of drafts for the CAO's approval and the final version for the approval of the Council.
- Responsible for ensuring the sequence of readings, public notices, and other order-making processes.
- Prepares certified resolutions.
- Composes, types, translates a variety of correspondence, reports, memos, opinions, and others from general guidelines for the clerk/administration service and for other services as requested by the CAO.
- Approve purchases such as municipal policy for the registry service (administration) and the environment.
- Coordinate the efforts of the municipality for environmental projects.
- Head of Service for the Clerk's Office (Administration).
- Attends meetings of department heads.
- Right to Information and Protection of Privacy Act:
 - Contact for inquiries and questions regarding RTIPPA, for the formal request process under RTIPPA and preparation of related regulations – e.g., policies regarding RTIPPA.
 - Coordinates responses to requests for information made under RTIPPA.
 - Responsible for carrying out the necessary research to respond to such requests.

REMUNERATION AND BENEFITS

- \$2,504.88 - \$2,903.85 bi-weekly
- Competitive benefit programs (e.g., pension, health and dental coverage, life insurance, etc.)
- Environment that promotes work-life balance

Caution: The above statements reflect the character-defining elements of the identified employment and are intended to describe the general nature and level of work performed and should not be considered an exhaustive list of all inherent responsibilities, functions, abilities, and occupational requirements. All staff may, from time to time, be required to perform duties outside the scope of their normal responsibilities, as required.