

TOWNSHIP OF JOLY
POSITION DESCRIPTION

Position: Deputy Clerk-Treasurer	
Reports to: Clerk -Treasurer	Status: Full Time (Tuesday to Friday-32 hrs/week)
Department: Administration	Type: Salaried-Under Review

The Township of Joly offers enrollment in the OMERS pension plan.

POSITION SUMMARY

The Deputy Clerk-Treasurer is responsible for assisting with the performance of all statutory, operational and advisory duties of the Clerk and Treasurer, as assigned by the Clerk-Treasurer. The incumbent is required to maintain positive and productive relations with other staff members, elected officials and the public and to deal with confidential information with discretion and judgement.

MAJOR DUTIES AND RESPONSIBILITIES

General

- Assist in the preparation of agendas, resolutions, by-laws, staff reports and minutes of Council and Committee meetings;
- Attend monthly Council meetings and periodic Committee meetings to provide information and present staff reports. In the absence of the Clerk-Treasurer, record minutes of Council and Committee meetings;
- Assist in the development, implementation and maintenance of municipal policies and procedures;
- Implement and maintain accessibility legislation requirements;
- Act as Commissioner for taking Oaths and Affidavits pursuant to the Commissioners for Taking Affidavits Act;
- Assist with conducting municipal and school board elections;

Administrative/Clerical

- Assist with daily operations of the office including answering telephone/front counter enquiries, receiving tax payments, providing information/assistance/advice concerning

municipal programs, policies and by-laws, and updating computerized/manual filing systems;

- Assisting other department heads with administrative duties;
- Dealing with suppliers, consultants and other service providers;
- Minor office equipment/computer trouble shooting;
- Maintaining the Township website;
- Undertaking other tasks as assigned by the Clerk-Treasurer or Council.

Strategic Initiatives/Policy Coordinator

- Research, assess and analyze a wide variety of new and existing municipal policies/manuals/procedures, including but not limited to: Asset Management and Long-range Planning; Green Energy Act – Energy Plan; CVOR; Health and Safety policies/Ministry of Labour requirements; Standard Operating Procedures/Guidelines; Accessibility; Donations; Planning; Record Retention
- Research availability of funding and prepare funding applications;
- Recommend process and policy alternatives and/or improvements to current methodologies/standards/processes/policies to the Clerk-Treasurer or Working Road Foreman;
- Under the general direction of the Clerk-Treasurer and/or the Working Road Foreman, prepare reports, tenders, contracts and requests for proposals;
- Act as primary contact for the CGIS web-based software program and manage the GIS mapping system.

Land Use Planning

- Assist with all aspects of Land Use Planning administration, including but not limited to: answering enquiries related to the Official Plan, Zoning By-law and other planning-related by-laws; performing pre-consultations with applicants, developers and agents prior to the submission of planning applications; preparing notices, by-laws and affidavits relating to planning files; maintaining planning files; consulting with the Township's planning consultant, the Central Almaguin Planning Board and Ministry of Municipal Affairs & Housing.

Finance

- Oversees the daily accounting related to accounts payable, accounts receivable, investments, banking, taxation and payroll, including ensuring appropriate controls and procedures are in place and are consistent with standard accounting principles and Council By-laws and directives;

- Ensures the timely and accurate completion of all external reporting requirements, including statutory remittances, HST rebates, employee benefits, and other senior-level government requirements;
- Regularly reviews sources of funding/grants from senior levels of government and prepares appropriate applications, proposals and requests to secure funding;

Taxation

Responsible for administering the property tax system. This includes, but is not limited to:

- Processing tax billings, supplementary taxes and tax write-offs;
- Issuing tax bills and processing tax receipts;
- Reconciling the taxes receivable subsidiary ledger to the general ledger;
- Performing regular reviews of delinquent accounts, preparing delinquent account notices/undertaking other actions on delinquent accounts.

Human Resources

Responsible for managing the payroll of the Township for all Council members and employees, ensuring compliance with Township policies, government regulations and requirements of employee benefits and pension providers. This includes, but is not limited to:

- Ensuring the payroll is completed accurately and on time, and that required employee deductions are being made;
- Reviewing time cards and discussing irregularities with respective managers;
- Tracking employee vacation and sick leave entitlements;
- Ensuring government/other remittances are reconciled and remitted in a timely manner;
- Calculating and issuing T4s;
- Maintaining employee files.

HOURS OF WORK AND WORKING CONDITIONS

The regular workweek is Tuesday to Friday (32 hours), with typical daily hours of 8:30 a.m. to 5:00 p.m. Attendance at evening Council/other meetings is required.

Work is performed in a small open office setting, and requires substantial computer work with frequent interruptions.

QUALIFICATIONS REQUIRED

Education

- College diploma or university degree in a relevant discipline, or an acceptable combination of education and related experience;
- AMCTO's CMO designation or equivalent an asset;
- Willingness to upgrade qualifications on an ongoing basis.

Experience

- Minimum three years municipal or related experience is considered an asset;
- Proficiency with computer programs including Microsoft Word and Excel (Adobe Illustrator would be an asset); knowledge of GIS mapping;
- Understanding of municipal operations and familiarity with Provincial legislation relating to municipalities: Municipal Act, Elections Act, Highway Traffic Act, Planning Act, Occupational Health and Safety, etc.;
- Good working knowledge of office practices, records management and the application of office equipment and procedures in a computerized office environment.

Skills and Aptitudes

- Ability to communicate clearly and accurately, in oral and written form;
- Ability to maintain composure in stressful situations;
- Positive, energetic, self-directed team player;
- Ability to work with frequent interruptions;
- Valid Class G drivers licence and a reliable vehicle.