



Hastings Highlands

Beautiful By Nature

JOB DESCRIPTION

<u>Position Title:</u> Deputy Clerk	<u>Date:</u> November 2025
<u>Affiliation:</u> Full-Time Non-Union	<u>Issued By:</u> CAO/Deputy Treasurer

Purpose of Position:

Reporting to the Municipal Clerk, the Deputy Clerk is responsible for providing accurate, technical and timely administrative support for various legislative functions and will support the Clerk's statutory duties as outlined in the *Municipal Act* and related legislation. Serving as a key contact for residents and staff, the Deputy Clerk assists with the day-to-day operations of the Clerk's Department including coordinating and processing requests for business licenses, lottery licenses and cemetery management; commissioning documents, vital statistics administration, website administration, records management and acts as Deputy Returning Officer during municipal elections. The Deputy Clerk provides administrative and meeting support to Council, when required or in absence of the Clerk.

Hastings Highlands Corporate Values:

At the Municipality of Hastings Highlands all our team members believe in:

- Being Committed by always being ready to jump in and striving for better
- Having Integrity by being honest and knowing the right thing to do
- Being People Smart by asking good questions, listening to others, staying engaged in conversations and having strong judgment

Reporting Relationships:

Directly – Municipal Clerk and Chief Administrative Officer/Deputy Treasurer

Indirectly – Municipal Council

Duties and Key Responsibilities

1. Licensing and Commissioning:

- a) Coordinate and Process Business Licensing – Mobile Food Vendors, Vendors (Goods/Wares, etc.), Mobile Food Vendors, Door-to-Door Sales.
- b) Act as a Lottery Licensing Officer and receive, review and process lottery licence applications.
- c) Execute documents and affidavits as Commissioner for Taking Affidavits pursuant to the *Commissioners for Taking Affidavits Act*.

2. Cemetery and Records Management:

- a) Coordinate Cemetery operations for municipally-owned and operated cemeteries; Maintain good record keeping practices for accurate yearly reporting with respect to the *Funeral, Burial and Cremations Services Act*.
- b) Assist with implementation and maintenance of the records management program; adhere to the records retention bylaw; oversee file security and safekeeping, including

archival storage; assist the Clerk in training of staff on policies and procedures pursuant to the *Municipal Freedom of Information of Information and Protection of Privacy Act*.

- c) Providing back-up assistance with the processing of FOI requests as required.

3. Website Management:

- a) Develop and upload original content for the Municipality's website related to department functions.
- b) Develop creative and accessible advertising and materials for use in web, social and print media.
- c) Assist with the administration of the Municipality's Electronic Customer Service Management Platform.
- d) Host web conference and livestream of Council/Committee meetings in accordance with the requirements of the Municipality's Procedure Bylaw.

4. Other Department Functions:

- a) Perform secretarial and administrative functions for the department which include drafting documents, attending Council, and/or other meetings and record and prepare minutes, when required.
- b) Assist the Clerk in organizing and administering municipal elections every four years, including acting as the Deputy Returning Officer, preparation of procedures and forms, managing voters' list, preparing materials, coordination and distribution of voting information, inaugural planning, and new Council orientation.
- c) Act as a Deputy Division Registrar for vital statistics processing death registrations.
- d) Coordinate accessibility initiatives, including compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and *Ontarians with Disabilities Act (ODA)*, including preparation of workplans, policy reviews, and reports.
- e) Participate in Emergency Management exercises, as required.
- f) Participate in Community Safety Wellbeing initiatives through the *Safer Ontario Act*.
- g) Act as Screening Officer under the Administrative Penalty Systems Bylaw.
- h) Utilize the Municipality's Electronic Customer Service Management Platform.
- i) Responds to enquiries and liaises with the public, and various government agencies and ministries, etc., regarding municipal functions, processes, and departmental responsibilities.
- j) Provide a positive image and high standard of customer service and public relations service for the Clerk's Department;
- k) Undertake special projects and performs any other related duties as assigned.

Position Qualifications

Knowledge, Skills and Abilities:

- Diploma in Office, Business or Public Administration, or a related field such as Political Science or Law;
- Minimum of Two (2) years of experience in an administrative position in a related environment;

- Certification or enrolment in AMCTO’s Municipal Administration Program is considered an asset;
- Familiarity and understanding of relevant legislation, regulations, policies and procedures that impact municipal government operations;
- Thorough working knowledge of Microsoft Windows Office Suite applications;
- Experience with iCompass Civic Web, Govstack GHD Digital, and Canva is an asset;
- Good communication, organizational and time management skills;
- Ability to work with personal information and maintain strict confidentiality;
- Ability to work well under pressure and time constraints;
- Effective planning, time management, proof reading, research, analytical reasoning and problem-solving skills;
- Demonstrated ability to be a team player with effective oral, written and interpersonal communications skills to ensure working relationships with Council, employees and the general public;
- Ability to work outside regular business hours as required;
- Valid and satisfactory Ontario Class “G” driver’s licence and access to own vehicle for use on corporate business;
- Obtain and maintain a satisfactory criminal reference check.

Working Relationships

Internal:	Municipal Clerk	CAO
	Municipal Staff	Department Heads
	Mayor and Council	Committee Members
External:	Media	Other Municipalities
	General Public	Provincial Ministries
	I.T.	Federal Government
	Consultants	Sales Associates

Working Conditions:

Normal hours of work are based on 37.5 hours per week, Monday through Friday, 8:00 a.m. to 4:00 p.m. at the Municipal Office in Maynooth, ON. Travel and periodic overtime may be required. The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Municipality of Hastings Highlands is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all parts of the recruitment process. Please advise in advance if you need any accommodation to ensure you can fully participate.

By submitting your personal information to the Municipality of Hastings Highlands, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine the qualifications for employment with the Municipality of Hastings Highlands. Questions about this collection should be directed to the Municipal Clerk at 33011 Hwy 62N, PO Box 130, Maynooth, ON K0L 2S0.

The Municipality of Hastings Highlands does not currently use artificial intelligence during the hiring process.