



## **Position Summary**

As a member of the Clerk's Department, the Deputy Clerk & Communications will assist the Clerk with carrying out responsibilities in the following functional areas: Council, Committee and Board services, corporate communications, electronic records and information management, By-law coordination, AODA/MFIPPA compliance, special events oversight, cemetery operations and elections coordination.

This position is also responsible for developing and producing communication initiatives for the Township including managing the website and social media accounts.

## **What You Will Do**

### **Clerk and Council Administration:**

- Assist the Clerk in their "corporate secretary" responsibilities including: coordinating Council meetings, preparing agendas and background materials, recording minutes, preparing by-laws and policies, and responding to correspondence.
- Act as designate for the Clerk.
- Research, interpret and draft by-laws, agreements, reports and documents utilizing information obtained from statutes, policies and other government jurisdictions and public input.
- Assist with the review of Notices pursuant to the legislative requirements of the Municipal Act and other applicable legislation.
- Provide advice and interpretation to the public on Council actions, by-laws, policies and procedures when required.
- Facilitate hybrid (in-person and electronic) meetings for Council and committees including management of the recording and conferencing systems.
- Oversee administration of the municipal cemetery operations including sales/transfers of interment rights, interments and memorialization.
- Responsible for special event coordination and oversight.
- Perform duties of a Deputy Returning Officer assisting the Clerk to conduct municipal and school board elections and vacancies.
- Serve as Accessibility Compliance Coordinator for the Township and provide training and support for accessible document and website content creation.
- Assist in the administration of the Municipal Freedom of Information and Privacy Act (MFIPPA).

### **Corporate Communications:**

- Lead the core communications functions and efforts of the Township which include: the development and implementation of internal and external communication programs ex. Media relations, website coordination including the Township's social media accounts ensuring accurate and timely updates.



### **What You Will Do Cont'd**

- Ensure communication activities are cohesive with the Township's brand identity and maintain consistent messaging across all communications.
- Website management to include updating information, redesigning webpages, content creation and ensuring the website remains consistent and relevant.
- Train municipal employees on updating departmental website content as required.
- Ensure all posted documents comply with the Accessibility for Ontarians Disability Act (AODA) standards.

### **Electronic Records Management:**

- Assist in the implementation and maintenance of the Records Management System, in paper and electronic formats, providing guidance and assistance to all Departments.
- Act as resource and subject matter expert for the corporate records database.
- Assist with the maintenance of retention schedules in accordance with the Ontario Municipal Records Management System.

### **Education**

- Post-secondary diploma or degree in Business Administration, Public Administration, Public Relations, Communications or equivalent qualifications.
- Completion of the Municipal Administration Program (MAP) an asset.

### **Experience and Skill**

- Thorough working knowledge of municipal functions and responsibilities, applicable provincial legislation, regulations, Council secretariat functions, and election requirements and processes.
- Demonstrated proficiency with electronic applications for agenda management, records management and election management.
- Working knowledge of MS Office (Word, Excel, PowerPoint, Outlook and Teams), PDF software, email marketing systems and social media platforms operating in a Windows environment.
- Excellent customer service skills and ability to maintain tact and discretion in handling confidential matters and working in a confidential environment with a high level of attention to detail.
- Effective inter-personal, written and oral communication skills.
- Strong organizational, analytical and problem-solving skills.
- Familiarity with graphic design and video editing tools.
- Knowledge of social media platforms, digital marketing strategies and online content creation.
- Strong grasp of grammar, style, tone with the ability to produce clear, concise and engaging written material.
- Ability to develop various types of content such as press releases, newsletters, and social media posts.

**Resumes directed to: the Human Resources Department, The Archipelago**

**Email: [HR@thearchipelago.ca](mailto:HR@thearchipelago.ca), resume and cover letter submitted in one pdf document**