

THE CORPORATION OF THE  
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION  
CLERK/DEPUTY TREASURER

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DEPARTMENT: Administration

POSITION: Clerk/Deputy Treasurer

REPORTS TO: Council

HOURS OF WORK: Full time position. 35 hours per week.

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Proficient in data processing including experience in a Windows operating system environment and Microsoft Office.
- Thorough knowledge of all aspects of municipal legislation/regulations including: the Municipal Act, Municipal Freedom of Information & Protection of Privacy Act, Municipal Elections Act and other related legislation, and working knowledge including but not limited to Human Rights Act, Occupational Health & Safety Act, etc.
- Excellent verbal and written communication, public relations, and conflict resolution skills
- Willingness to attend training and upgrade skills as appropriate.
- CMO or AMCT designation is considered an asset
- Effective municipal business planning and budgeting skills
- Comfortable in reading and interpreting a wide variety of legislative, policy and legal documents.
- Strong organizational, supervisory and time management skills.
- A valid "G" Driver's Licence and transportation in order to attend off site meetings would be an asset

## **DUTIES:**

### **General**

- Public reception/assistance/phone
- Attend meetings representing the Township
- Receive correspondence and direct it for appropriate action
- Issue and coordinate Community Centre Permits/Fire Permits
- Duties associated with appointment as Commissioner of Oaths
- Complete water testing and reporting, as required
- Interpret by-laws, resolutions and policies to interested citizens
- Maintain Visitor's Centre & Newcomers Package
- Division Registrar for the municipality (births, deaths, marriages)
- Responsible for website content and maintenance
- Responds to questionnaires, survey and requests for information
- Oversee by-law enforcement and animal control activities
- Co-ordinate Township events (Open House, Holiday Party)
- Emergency Management Alternate CEMC

### **Taxation**

- Assist in collection of current and arrears taxes and recording of same in appropriate permanent records
- Assist in preparation of interim and final tax notices

### **Planning**

- Review and prepare documents as required for Applications of Consent
- Prepare documents and notice for sale of Shore Road Allowance
- Prepare required documents and notice for Rezoning Applications
- Secretary of the Committee of Adjustments
- Administer the Line Fences Act, Drainage Act as required

### **Finance**

- Participate in budget planning

### **Document Preparation**

- Secretary to Council
- Preparation of Council meeting agenda and minutes
- Research and prepare background material for Council, draft and prepare reports
- Development and revision of Policies and By-laws Advise Council on administrative procedures
- Research and writing of Grant/Funding applications and reporting
- Preparation of Tender documents and contracts

- Writing & producing bi-annual newsletter, monthly events calendar, compose and place required notice advertisements, coordination of public awareness campaigns
- Update Strategic Plan
- Prepare and submit building reports to Statistics Canada, CMHC, Tarion and MPAC
- Responsible for Records management and retention
- Appointed as Lottery Licensing officer, and related duties
- Prepare and issue zoning information as required

### **Municipal Election**

- Returning Officer for municipality
- Direct municipal and school board elections

### **Deputy**

- Fulfill all duties of the Treasurer in Treasurer's absence