

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: June 2023	Legislative and Records Management Coordinator
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Legislative and Records Management Coordinator	Supervisor's Job Title: Municipal Clerk
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Clerks
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Municipal Clerk, the Legislative and Records Management Coordinator performs all legislative duties in accordance with department objectives. This position coordinates and provides secretarial duties and supports all Committees of Council and Boards and provides administrative support for the Clerks Department. The Legislative and Records Management Coordinator is responsible for designing, developing, implementing, and auditing of records and information systems for the Township, is appointed as Deputy Division Registrar for Vital Statistics and researches and advises on applicable legislation and by-laws. The Legislative and Records Management Coordinator performs all duties assigned under the Legislative and Planning Coordinator role in a backup capacity or due to staff absence.

Key Responsibilities	Tasks	Percent of Time
Reception	<ul style="list-style-type: none"> • Provide primary telephone reception for general incoming calls and provide information or redirect as required. • Provide general front counter customer service in a backup capacity. • First point of contact for Clerks Department related inquires. 	10%
Legislative	<ul style="list-style-type: none"> • Manage and coordinate all Township Boards and Committees, including, but not limited to, agenda and minute preparation and circulation; act as recording secretary and provide procedural advice to members; follow up from meetings; research and gather relevant information; manage agenda management software and calendars for all boards and committees. • Attend Council meetings to manage the chambers audio and visual system and conduct live stream of meetings. • Manage Council and Committee member conference, training, and education bookings. • Assist the Clerk in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Manage and act at the deputy division registrar for lottery licensing, marriage licensing and any other licenses or permits issued by the Clerks Department; prepare congratulatory certificates on behalf of the Township when requested. • Manage access and privacy for the Township and requests submitted under the Municipal Freedom of Information and Protection of Privacy Act; issue search memos, indexing and numbering of responsive records, and preparing correspondence. • Coordinate accessibility for the township including, employee/council training, compliance reporting and act as the Township rep on the Joint Accessibility Advisory Committee. • Act as a Commissioner of Oaths. • Officiate civil ceremonies as requested by the public. • Assist the Clerk in the conduct of the Municipal Elections; act as a deputy returning officer. • Manage the administration of the Dundalk Maple Grove Cemetery and any other cemetery than the Township may assume in the future. • Process Clerks Department and Cemetery related financial invoices. 	40%

<p>Communications</p>	<ul style="list-style-type: none"> • Act as the administrative liaison within/outside the Clerks Department. • Manage the township website and social media pages, including calendar approvals and electronic signs. • Manage the council chambers audio and visual equipment, including set-up, maintenance, and performance. • Manage newspaper advertisements, township newsletters and any other township communications, as needed. 	<p>15%</p>
<p>Records Management</p>	<ul style="list-style-type: none"> • Design, develop, implement and audit a corporate records and information system for all township departments. • Maintain the records management program, in both paper and electronic formats; make recommendations and updates as required and provide assistance to all departments. • Implement and review policies, procedures, guidelines and best practices related to the management of the Townships records. • Ensure compliance with relevant legislation and regulations related to records management. • Administer the records retention by-laws ensuring that departments adhere to policies and procedures. 	<p>30%</p>
<p>Other</p>	<ul style="list-style-type: none"> • Provide administrative support to other departments as required, including, by not limited to, CAO, Human Resources, Economic Development, Recreation, Fire Department. • Act as the alternate Emergency Information Officer in the event of a municipal declared emergency. • Perform all duties under the Legislative and Planning Coordinator role in a backup capacity or due to staff absence. • Other duties that may be assigned. 	<p>5%</p>

SECTION B: SKILLS

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	- Municipal Administration Diploma (AMCTO)
<input type="checkbox"/> Vocational School	
<input type="checkbox"/> Community College	- Primer on Planning (OACA)
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	

License or Professional Designation
 New Professional Membership through AMCTO

Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?

Yes

Discuss: Attends seminars/courses pertaining to job, or the Boards, as required.

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
License/permit issuing Records & Information Management Access & Privacy Open Data/Open Government	

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> • Knowledge of general office procedures, including preparing documents and record and information management systems • Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability • Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities • Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software • Demonstrated organizational skills to meet strict and time sensitive deadlines • Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature • Ability to work outside regular business hours as required • Demonstrated experience in organizing meetings, including preparation of agendas and documentation with attention to detail and accuracy 	<p>Two [2] years of responsible related experience, preferably in a municipal setting or equivalent education</p>

4) Other Key Skills

- Successful completion [or enrollment] of the AMCTO Municipal Administration

Program is considered an asset.

- Successful completion [or enrollment] of the OACA Primer on Planning Program is considered an asset.
- Demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily	Support management staff	In person, via phone or e-mail
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Daily		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Occasionally		
Ratepayers	Frequently		
Children/Students	N/A		
Seniors	Frequently		
Supplier	Occasionally		
External Contacts	Frequency		
General Public (Not residence)	Frequently		In person, phone or email
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Occasionally		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (your own)	Occasionally		
Council (other municipalities)	Seldom		
Media	Occasionally		
Ratepayers Groups	Occasionally		
Other: Specify Below			

Interpersonal skills:

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

6) Decision Making

Works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY

1) Program Delivery

Designing, developing, implementing, and auditing of records and information systems for the Township.
Provides research to the Municipal Clerk.

2) Impact and Accountabilities

Responsible to the Municipal Clerk

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records.
Has access to private customer information.

5) Financial Resources

This position has access to confidential financial information.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				X	
Standing			X		
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling		X			
Lifting/Carrying		X			
Dust		X			
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

May encounters with irate customers when providing front counter administration. Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

N/A

5) Mental Environment

Works alone with regular interruptions. Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Concentration due to paying attention to detail at all times.
Answering inquiries from public requires you to think on your feet.
Face deadlines.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____

Date Completed: _____

Signature