



THE CORPORATION OF THE
Township Of Pelee

JOB DESCRIPTION

Position Title: Deputy Treasurer / Deputy Clerk

Reports To: Township Administrator & Clerk

Purpose:

Reporting to the Township Administrator & Clerk, the Deputy Treasurer / Deputy Clerk provides administrative, financial and secretariat support most notably to the Township Administrator & Clerk and the Treasurer. Assisting in performing the statutory duties of both the Clerk and Treasurer as set forth in the applicable provincial legislation.

Key Responsibilities:

General Functions:

- Carry out research projects as assigned by the Township Administrator & Clerk and/or Treasurer;
- Serve as back up to Administrative Assistant roles as required;
- Review finished materials for completeness, accuracy, format, compliance with Township policies and procedures, and appropriate English usage, including spelling, grammar, and punctuation;
- Assist with responding to general public inquiries as required; and
- Assist as requested by a member of the Senior Management Team with any other appropriate administrative duties.

Clerk Functions:

- Perform statutory functions of the Clerk under the *Municipal Act* in the absence of the Clerk or as delegated by the Clerk;
- Act as the secretary for delegated Advisory Committees;
- Attend and record the proceedings of Council meetings and oversee preparation and distribution of minutes of the meetings and ensure completion of follow-up correspondence arising from the meetings as directed;
- Support council meetings, and standing and advisory committees, including agenda preparation, minutes preparation, drafting by-laws, and follow-up as requested by the Clerk;
- Prepare background information and research reports as well as municipal by-laws as required;

- Make all necessary arrangements (conference bookings, travel, accommodations) for council members attending conferences and/or training;
- Assist the Township Administrator & Clerk with drafting, collecting and filing of agreements as requested;
- Provide services as a Commissioner of Oaths, officiate marriages, and marriage licences;
- Maintain and update databases for municipal record retention, including resolutions, reports, correspondence, policies, by-laws, etc.;
- Assist with responding to inquiries from various parties, including but not limited to the public, Council, businesses, and government agencies regarding legislation, regulations, policies and proposed policies and initiatives;
- Ensure all public documents comply with accessibility legislation;
- Provide administrative support for Cemetery administration including sale and transfer of cemetery lots, working with local funeral homes and cemetery operators as well as assisting with the completion of the annual reporting to the BAO and Treasurer;
- Assist the Township Administrator & Clerk with Human Resources functions including (but not limited to) posting of positions, collection of applications, scheduling interviews, filing of documents;
- Assist the Clerk with all statutory and legislated requirements of carrying out municipal elections, under the *Municipal Elections Act*, including acting as the Deputy Returning Officer;
- Attend necessary meetings with government agencies, Provincial Ministries and others as needed; and
- Issue lottery licenses and complete provincial reports.

Financial Functions:

- Perform the statutory duties of the Treasurer as defined in the *Municipal Act* and any other provincial legislation in the absence of the Treasurer or as delegated by the Treasurer;
- Assist with the day-to-day operation of the Treasury Department including general accounting, financial analysis, budgeting, financial reporting, municipal property taxation, and capital asset management;
- Assist with providing financial advice and information to Council, staff and the public including legislative and administrative processes, financial analysis and long-term planning;
- Assist with processing incoming payments of taxes, user fees, department revenue and other incoming moneys as required;
- Assist with preparing Federal, Provincial and other grant application opportunities upon request from the Township Administrator & Clerk and/or Treasurer;
- Act as an official signing officer for the Township;
- Assist the Treasurer with the development, evaluation and preparation of the annual budget;
- Assist the Treasurer with financial process implementation for revenue raising departments;
- Perform various General Ledger entries;

- In conjunction with the Treasurer, responsible for all aspects of property taxation including billings, collection, payments in lieu, assessment management, adjustments, tax sales and other statutory duties; and
- Assist with audit as requested by the Treasurer.

Records Management:

- Maintain confidential files and records relating to job responsibilities;
- Assist with organizing and monitoring the retention period of all corporate records and the destruction time frame;
- Create records management files and maintain record information management index(es) as requested;
- Complete records searches for public and staff; and
- Organize and maintain various office files both general and confidential, paper and electronic.

Working Conditions:

Usual hours of work are based on a 35-hour, 5-day week (8:30 am to 4:30 pm). Working outside of these usual hours may be required to cope with deadlines, Council and Committee meetings, peak periods and unexpected situations that arise.

The Deputy Treasurer / Deputy Clerk will generally work out of the Municipal Office located at 1045 West Shore Road. There may also be the opportunity for a limited amount of remote work.