



The Corporation of the Town of Cobourg

Deputy Clerk/Records Management Coordinator

PERMANENT FULL TIME

Reporting to the Manager, Legislative Services/Municipal Clerk, the position of Deputy Clerk/Records Management Coordinator is responsible for coordinating the information governance/records management function, corporate accessibility, Freedom of Information (FOI) requests as well as assisting in the preparation of Council's Agendas and Minutes and attending Council Meetings.

Additionally the Deputy Clerk/Records Management Coordinator will be responsible for fulfilling the statutory duties of the Municipal Clerk in the absence of the Municipal Clerk as identified in the *Municipal Act, 2001*, and other related legislation.

Responsibilities:

- Administer and manage the Town's Records Management program, a corporate-wide electronic document and records management system governing the creation storage and retention of records
- Develop, recommend and implement policies, procedures and guidelines for corporate-wide record/information management, electronic document management, archives, imaging and other related services
- Coordinate the processing of requests under the Municipal Freedom of Information and Protection of Privacy Act. Provide advice and guidance to other departments for compliance with this Act
- Deputy Issuer of Marriage Licenses, Deputy Division Registrar, and Commissioner of Oaths
- Provide assistance and back-up support to the Municipal Clerk and assume the statutory role of Municipal Clerk in his/her absence
- Provide Council and Committee secretariat support services, including preparation of resolutions, agendas, and minutes and the disposition of all resulting actions of Council as required
- Facilitate the public process, ensuring fair, open and accountable practices for open and closed session meetings with transparency and professional integrity
- Attend Council and Committee meetings as required
- Assist the Municipal Clerk with the statutory responsibilities for municipal elections in reports and in accordance with the Municipal Elections Act, including the updating and preparation of the Voters List and election materials, the scheduling of voting places, the training and organization of Elections staff and act as Deputy Returning Officer
- Assist with Council orientation and inauguration
- Research and perform analysis related to by-laws and legislation and prepares reports as required by the Municipal Clerk
- Research projects, tasks, assignments and prepare reports to council, staff and various boards and Committees
- Provide guidance, advice, direction and recommendations to staff and members of Council, public and external agencies with respect to records management, by-laws, procedures, policies and legislation
- Update and revise information on website
- Certify documents
- Perform other duties as may be assigned



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Education/Experience/Skills:

- Degree in Public Administration, Municipal Administration, Law, Political Science or a related discipline from an accredited University
- A minimum of two years' experience in a public sector office environment is required.
- Preference will be given to those with experience in a municipal clerk's office, as well as experience related to records management and project administration
- Completion of or working towards the completion of AMCTO Municipal Administration Program (MAP) is preferred
- Working knowledge of relevant legislation, regulations and statutes including the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, and other applicable statutes and regulations
- Sound knowledge of municipal administration, privacy, municipal elections, corporate records/information management, and parliamentary rules
- Demonstrated proficiency with electronic applications for agenda management, records management and elections
- Political acuity and organizational skills to effectively manage interactions with various internal and external contacts with tact and discretion
- Excellent customer service skills
- Advanced communication, writing and presentation skills
- High level of tact, diplomacy and confidentiality
- Ability to work independently to complete tasks, work with high accuracy, and work within time constraints; excellent interpersonal, organizational, public relations, and writing skills; priority setting and record retention skills with the ability to respect confidentiality; ability to prioritize in a multi-tasking environment

Working Conditions

This position is a full time, 35 hours a week, position governed by the Town of Cobourg Non-Union Policies and Procedures. Ability to work beyond normal working hours will be required including weekends on occasion.

Wage:

The annual salary for this position is Non-Union Grade 6 \$70,205 - \$82,130 plus a competitive benefit package.

Interested applicants should forward their resume in confidence no later than **July 21, 2020 at 4:00pm** to the attention of the **Human Resources Department at careers@cobourg.ca**

NOTE: due to COVID-19 restrictions the interviews and the selection process may be delayed

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.