

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (CITY CLERK'S DIVISION – ADMINISTRATION – LOCATION – 71 MAIN ST. W., 1ST FLOOR)

MANAGER, LEGISLATIVE SERVICES/DEPUTY CLERK

SUMMARY OF DUTIES

Reporting directly to the City Clerk, is responsible for managing all aspects of Council and Committee support by ensuring the provision of efficient corporate secretariat, administrative and protocol services including the coordination of Agendas, Minutes, reports, correspondence and official records relating to these meetings. Performs all statutory duties of a Deputy Clerk as defined by legislation, including representing City Clerk in his/her absence.

GENERAL DUTIES

Manages and provides leadership to Council and its Committees through effective and efficient supervision of the Legislative Section.

Represents, either in an administrative or statutory capacity, the City Clerk at Standing, Advisory Committees or local Boards, City Council meetings or at meetings convened with external agencies to deal with statutory or legislative matters.

In the absence of the City Clerk performs all statutory duties as defined by The Municipal Act and all relevant provincial statutes.

Provides interpretation of legislation and procedural advice to Departments, Council and the public regarding Council/Committee matters.

Researches information, prepares reports, protocols and provides opinions on all aspects of Legislative Services and governance matters.

Monitors and analyzes Council and Committee procedures and policies to ensure compliance with legislation.

Participates in the development of Divisional goals and objectives. Develops, implements and monitors an operational plan for the organizational unit, and ensures alignment with Divisional, Departmental and corporate plans.

Provides strategic leadership, mentoring and direction to legislative staff and Councillors' Receptionist. Manages staff and staffing requirements including interviewing, hiring, orientation and regular performance reviews. Evaluates needs and ensures adequate training and career development for staff. Provides opportunities for regular staff input and feedback to enhance management and team performance.

Participates in budgetary process by responsibly projecting and maintaining costs associated with the organizational unit. Develops and monitors current sectional budget consistent with the Division's operating objectives. Develops mitigation strategies as required to meet future demands and demonstrated budgetary restraints.

Participates as a member of Clerk's Management Team.

Executes official Corporate documents such as Agreements, By-Laws and Contracts; certifies copies of official documents and accepts service of legal documents served on the City.

Participates in labour relations matters by maintaining close liaison with Human Resources.

Develops short and long-term work plans throughout the fiscal year.

Develops and implements procedures for the efficient functioning of the Legislative Section.

Responsible for ensuring that City Clerk's Division information pertaining to Council/Committees is maintained and updated on the City's website.

Provides leadership to manage and motivate staff in providing services in the designated areas of responsibilities and implementing improvements to systems or practices.

Ensures that proposed Provincial Legislation is reviewed, analyzed and referred to staff and Committees for appropriate action.

Reviews reports and ensures that matters requiring disposition are properly co-ordinated.

Monitors effectiveness of corporate report template including co-ordinating training of staff on same.

Attends City Council meetings to supervise recording of proceedings, prepare motions and assist with interpretation of procedural by-law matters as required.

Supervises compilation, accuracy and timely distribution of Committee and City Council Agendas.

Supervises dissemination of information ensuring that General Managers, government agencies and the public are provided with an accurate reflection of Council proceedings.

Liaises with members of City Council, City Manager, General Managers, Senior Government Officials, the media and the general public on status of various issues and proper procedures to have matters addressed and dealt with by Committees and City Council.

Organizes arrangements for inaugural meetings of Council, official ceremonies and receptions on the City's behalf.

Fulfills the duties of the City Clerk in his/her absence and must be available to act on a moment's notice.

Represents the City Clerk on matters or initiatives requiring inter-departmental involvement.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures.

Provides assistance as required from time to time for special projects affecting the Division, including the municipal elections.

Analyzes complex issues to develop recommendations, criteria or rationale respecting optimum or alternate course of action, policy and procedure.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. University Degree in Business Administration or Political Science or equivalent combination of education and related work experience with five to six year's related experience in a management or supervisory capacity preferably in a municipal setting.
2. A.M.C.T. Professional Designation an asset, or other Parliamentary experience.

3. Sound knowledge and understanding of municipal level parliamentary practices and procedures, Rules of Order, and Provincial legislation including, The Municipal Act, The Planning Act and general statutes governing municipal operations in Ontario.
4. Familiarity with Municipal Freedom of Information and Protection of Privacy Act legislation.
5. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
6. Highly effective leadership, facilitation, communication, presentation and interpersonal skills.
7. Demonstrated ability to effectively manage a team in a results oriented environment.
8. Demonstrated financial management skills developing, implementing and monitoring operational and capital budgets.
9. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
10. Excellent interpersonal and communication skills and ability to deal diplomatically with elected officials, government departments, all levels of management, staff and the public.
11. Computer proficiency in Word, Excel, Internet and database applications.
12. Acute sense of confidentiality and judgment required.
13. Must be able to perform effectively in a fast paced environment under pressure within severe time constraints that requires a high degree of personal organization, motivation, initiative and problem solving techniques.
14. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
15. Must be available to attend evening Council/Committee meetings.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
