



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1017

CATEGORY: Management & Organizational
Functions

ROLE DESCRIPTION – COUNTY CLERK

Under the administrative direction of the County Manager, the County Clerk will be responsible for a variety of functions and service areas within County operations. This position is responsible for the management, development and mentoring of subordinates and to ensure that professional development is achieved by all staff reporting to the County Clerk.

Responsibilities

1. To oversee all functions of the County's Information Technology infrastructure, including the supervision and day to day guidance of all included staff, and to do, or cause to be done, all things needed to secure and protect the electronic information assets of the County.
2. In the absence of the Director of Planning & Development Services to oversee all functions of the Planning & Development Department. Duties will include ensuring that all policies and procedures and legislative requirements for development permits, safety code permits, subdivisions and statutory plan document amendments are adhered to and to act as the supervisor for the Manager of Planning and Development
3. To ensure that records management and retrieval mechanisms within the organization are functioning at the level required to support administrative and legislative functions.
4. To ensure that operations of the County are in compliance with the Freedom of Information and Protection of Privacy Act.
5. To ensure that Bylaws of the County are enforced utilizing contracted staff, County staff, or other means as deemed appropriate.
6. To carry out other duties and projects as directed by the County Manager, which may include, but not be limited to:
 - A) To assist with public information, public relations, newsletters, communications to the media and preparation of press releases or public advisories as directed by the County Manager.
 - B) To carry out a major role in the Municipal Election process, and census processes as directed.
 - C) To identify and make application to grant funds from various sources which may be utilized to support programs and projects as approved by the County Manager.

Effective

Policy Date: 08/06/10

Reference: #08-323

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