

**TOWN OF INGERSOLL**  
**Clerk's Report**  
**Personnel – Executive Asst/Deputy Clerk**

Report No. C-124-09  
Approval Date: August 10, 2009

**Purpose:**

To request approval for the creation of a new position of Executive Assistant/Deputy Clerk in the Clerk's Department and confirm the Salary Range.

**Discussion:**

The Clerk's Department has been evolving over the years assuming new roles and tasks. Recent staff shortages have led to the evaluation of the department and its' needs for the future provision of customer service.

Presently, the Clerk's Department has two part-time contract positions with the one contract ceasing the end of August, 2009 and the second contract in mid-October when the part-time Secretary-Receptionist returns for a six (6) month term. In past a summer student was employed from May to August for vacation coverage.

I am proposing that Council create an Executive Assistant/Deputy Clerk's position to compliment the part-time Secretary-Receptionist and the summer student. The Deputy Clerk's position will enhance our customer service by having a further signing authority for Commissioner of Oaths, Vital Statistics, Lottery & Marriage Licences available plus being appointed to act in the Clerk's stead in the absence of the Clerk.

The Pay Equity Committee met recently to assign points for the Executive Assistant/Deputy Clerk's position and is recommending the placement in the Salary Range of Level 'L' (rate range of Step 1 being \$28.87 to Step 6 of \$34.29 based on 2009 rates).

Interview Committee is to be comprised of Mayor Holbrough, James Timlin, Chief Administrative Officer and the writer.

Proposed Recommendation:

That Council approve the creation of a new position of Executive Assistant/Deputy Clerk with the said position to commence as soon as possible at Level 'L' of the Salary Schedule and authorize the Interview Committee to negotiate the salary step.

Respectfully submitted for Council's consideration.

Elaine Clark