

Job Description

Deputy Town Clerk – Clerk’s Scale LC1 Point 22 to 25 pro-rata 27.5 /37 hours)

Hours: 25 per week office plus an average of 2.5 hours per week evening meetings.

Reports to: Town Clerk

Work place: Usually Louth Town Council’s Offices but will be expected to maintain notice board contents, take letters for posting, retail visits and occasionally visit other Council sites or locations in Louth.

Main Purpose: To deputise for the Town Clerk. To be responsible to the Town Clerk for day to day office management, Civic (Mayoral) administration and Cemetery administration. To attend all scheduled Council meetings.

Main Activities (this is not intended to be an exhaustive list but is indicative of the type and level of duties that the post holder will be expected to undertake):

1. To deputise for the Town Clerk as required.
2. To ensure weekly office/meeting cover is in place.
3. To work closely with the Town Clerk to ensure that all aspects of Council administration is done efficiently and effectively and supports the agreed aims and objectives of the Council.
4. To supervise the Administrative functions on a day to day basis.
5. To provide civic administration duties (to include Mayors Diary), which may include occasional weekend and evening attendance and assist with event planning as required.
6. Be responsible for the day to day maintenance of the Council’s burial administration including making diary bookings with Funeral Directors, allocation of burial spaces in conjunction with the Maintenance Foreman, issuing certificates for reservations, maintaining accurate burial records, issuing permission for memorials and raising invoices as required.
7. To assist the Town Clerk in the preparation of meeting agendas and associated papers and reports, including but not limited to printing, collation, enveloping, and electronic dispatch.
8. To attend and minute Council meetings for which an average allowance of 2.5 hours per week is paid, clearing and securing rooms and the building after meetings, as required.
9. To answer enquiries whether by telephone, in person, email or writing, maintaining a courteous, professional and helpful manner at all times.
10. To take the lead for the day to day running of the Sessions House building, co-ordinating maintenance requirements, cleaning, scheduling routine safety checks, arranging necessary office and volunteer cover in conjunction with the Town Clerk and Maintenance Foreman.
11. To administer the ICT systems in conjunction with the Town Clerk including backups and data security.
12. To support Councillors by answering enquiries, providing information, guidance and acting as a sign post to appropriate bodies/organisations.
13. To be responsible for the registers of Councillors interests and meeting attendance, updating apologies and arranging substitutes as required.
14. To administer the Council’s website and social media, if employed
15. To deliver Council projects or tasks as decided by the Town Clerk.
16. To work towards the achievement of the status of CILCA Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council (expected to attain this within one year).

17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body, The Society of Local Council Clerks.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. Other duties commensurate with the post as required from time to time by the Town Clerk.