

THE TOWNSHIP OF TARBUTT

POSITION DESCRIPTION

POSITION: CAO/Clerk/Deputy Treasurer

REPORTS TO: Township Council

SUMMARY OF FUNCTION:

The CAO/Clerk/Deputy Treasurer is the Senior Management position for the Municipality, with the primary duties of the Clerk. The CAO/Clerk/Deputy Treasurer is accountable for the day to day management of the Municipality in accordance with the policies, direction and decisions of Council. The CAO/Clerk/Deputy Treasurer oversees and manages municipal operations, ensuring quality delivery of programs and services to residents.

Directed by Council and functioning as the chief policy advisor, the CAO/Clerk/Deputy Treasurer provides advice and support to Council and committees based on extensive experience, legislation, best practices, sector trends, and history.

The CAO/Clerk/Deputy Treasurer is the key link between Council and the public, and between Council and staff, creating a positive and highly engaged work environment.

MAJOR DUTIES AND RESPONSIBILITIES

- Perform the statutory duties of the Municipal Clerk in accordance with the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Accountability Act*, the *Accessibility for Ontarians with Disabilities Act*, the *Planning Act*, the *Municipal Elections Act* and other legislation;
- Provide legal, administrative and parliamentary procedure oversight to Council; advising, guiding and assisting with policy development and evaluation required by statute and by the expectations of Council to support the policy making process;
- Conduct research and analysis and obtain legal and planning advice when required to inform debate, discussion, and decisions of Council;
- Organize and prepare staff reports, supporting documentation and other relevant information to compile in Council and Committee agendas within tight timelines;
- Prepare by-laws, resolutions and minutes for Council in accordance with Township policy and provincial or federal legislation;
- Coordinate, implement and evaluate policies for council consideration, developing appropriate systems and procedures to support the decision making process;
- Responsible for all Human Resources functions including recruitment, hiring and retention, performance evaluations, and implementing disciplinary measures;
- Provide updates to Council on the Township's insurance and employee benefits programs and their financial impact;
- Prepare corporate communications which will ensure that citizens have access to concise, accurate and factual information articulating Council decisions;

- As the delegated authority for Municipal Freedom of Information, ensure that communications, processes and policies are in place to respond to MFOI requests and to maintain the privacy of ratepayers and of municipal records;
- Oversee municipal procurement functions, employing equitable and effective tendering procedures;
- Coordinate Township responses to planning and building activities as required under the *Planning Act*, and related development functions;
- As Returning Officer, responsible for the preparation and management of Municipal Elections and Candidates;
- Provide orientation to new Councilors by emphasizing roles and responsibilities of Council and Administration and familiarity with the Township's policies and by-laws;
- Play an active role in the annual Emergency Management exercises, ensuring that Emergency Plans are up to date, members of the control group are appointed and aware of their responsibilities, trained and prepared;
- Ensure that the Township's Occupational Health and Safety obligations are met;
- Commissioner of Oaths and Affidavits;
- Perform the statutory duties of the Municipal Treasurer in the absence of the Treasurer;
- Advise Council on the Federal or Provincial grants structure, i.e., eligibility criteria, cost-sharing arrangements and enabling legislation, and preparing the necessary documentation to support funding applications;
- Assist with the preparation and ongoing performance of the annual budget, monitoring expenditures, resources, systems, and controls;
- Assist the Treasurer in preparation of the annual audit;
- Performing other duties as assigned by Council.

Other Responsibilities:

- Consult with the Township solicitor, municipal planner, auditors or other professionals, and formulate information and recommendations for Council;
- As Zoning Administrator, ensure that all applications for development comply with the Township's Zoning standards;
- Liaise with the Chief Building Official on building applications to ensure compliance under the Township's Zoning By-law and Official Plan;
- Ensure business continuity at all times to minimize disruption to service delivery;
- Oversee facility maintenance, rentals and accessibility of the MacLennan Hall;
- Assist the Cemetery Board with administration of burials, sales and reporting;
- Coordinate landfill activities, recycling collection and payment, site maintenance, waste management initiatives and staffing levels;
- Attend educational offerings and stay current on legislative and policy changes;
- Support the Fire Chief and the Volunteer Fire Department and act as a conduit between Fire and Council, where appropriate.

QUALIFICATIONS:

A post secondary degree or diploma in public of municipal administration, or a related discipline, or an equivalent combination of education and municipal management experience;

A minimum of five years' experience in a senior public sector position with proven leadership skills, or relevant related experience;

A strong working knowledge of the legislative and procedural framework related to municipal statutes, regulations and by-laws, with particular emphasis on the *Municipal Act*, the *Municipal Elections Act*, the *Planning Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

Computer and social media skills with excellent knowledge of Microsoft Office, Word and Excel are required, and a working knowledge of SAGE would be considered an asset;

Successful completion of the AMCTO Municipal Administration Program, Municipal Law, or the possession of an AMCTO designation;

While qualifications and related experience are vital to the success of this position, the chosen successor must exhibit superior leadership, team building, interpersonal and communication skills.

KNOWLEDGE AND SKILLS:

The successful candidate will demonstrate:

- Excellent working knowledge of statutory duties and authority of the Clerk;
- High degree of tact, initiative and knowledge based judgement when dealing with the affairs and operations of the municipality, and when acting as the main policy advisor to Council;
- Extensive knowledge of provincial legislation and agency directives which affect municipal government operations;
- Understanding municipal operations including public works, waste management, emergency services, recreation, land use planning, and economic development;
- Awareness of current municipal trends, best practices and sector developments;
- Computer and social media literacy with excellent skills in Microsoft Office, Word, Excel and Sage accounting;
- Sound knowledge of administrative practices, public meeting procedures, public accountability and transparency;
- Management skills including but not limited to tact and discretion, analytical skills, critical thinking, adaptability, problem solving, prioritization and evaluative skills;
- Ability to respond to multiple, evolving and time sensitive tasks simultaneously;
- Strategic thinking and long range planning with the ability to develop, manage and implement plans, policies, reports and studies;
- Familiarity with municipal budgeting, and generally accepted financial practices;
- Advanced reading comprehension, public speaking, interpretation of information with heightened attention to detail and accuracy;
- The ability to write and understand complex reports and correspondence, including financial and operating reports, legislation, regulations, and legal documents;

- Strong negotiation skills to work with consultants, contractors, public agencies, and legal services;
- Excellent leadership and interpersonal skills for Council Staff relations, employees and volunteers, members of the public, and public sector officials;
- Ability to lead, work with and support a team effectively;
- Continuous improvement by taking advantage of local and regional educational opportunities.

PHYSICAL EFFORT

The CAO/Clerk/Deputy Treasurer works in an office environment, meeting strict and constantly changing deadlines with numerous interruptions. This position requires the incumbent to perform manual dexterity to operate a desktop computer for long periods of time for input, research and to retrieve data.

The Clerk is required to sit for long periods of time without interruption during meetings.

The successful candidate must be able to commit to working evenings and additional hours when deemed necessary in order to meet deadlines. The ability to travel around and outside of the municipality is required.

This position is not suited to working from home or remote work.

DECISION MAKING AND JUDGEMENT

Tact and discretion must be employed at all times.

Decisions of the CAO/Clerk/Deputy Treasurer may impact the overall operation of the municipality. Errors in judgement, or in communicating Council decisions can affect the character, accountability, liability and continuity of municipal operations.

INTERPERSONAL SKILLS

The CAO/Clerk/Deputy Treasurer position requires collegiality, cooperation and a sense of community to work with Members of Council, department heads, administrative staff, consultants, practitioners and ratepayers to attain corporate objectives.

COMPENSATION

The Township of Tarbutt offers a competitive salary to the successful candidate, along with a comprehensive benefit package, pension plan, vacation, professional development opportunities, and a supportive and engaged Council.