



## **KEY RESPONSIBILITIES**

### **Municipal Administration**

- Ensures that the affairs of the municipality are conducted and carried out in accordance with Township by-laws, policies, legislative requirements and Council's direction.
- Monitors and evaluates overall performance of the Municipality's operations and administration with particular emphasis on delivery of services to the public and providing recommendations to Council on corrective action where necessary.
- Makes recommendations and provides advice to Council on corporate direction, policy and programs, service levels, legislative and corporate matters and ensures Council is advised in a timely manner of critical issues affecting municipal operations, projects, financial and planning matters.
- Fosters proactive, effective and professional relationships with Council members, the general public, as well as the Municipality's solicitor, auditor, and officials of provincial and federal government departments and agencies and other municipalities.
- Monitors trends, best practices and developments and undertakes research in municipal government for possible application to the Municipality.
- Oversees the review of development proposals, site plans and subdivision agreements, consents and minor variances, re-zoning applications and Official Plan amendments.
- Negotiates various agreements and contracts on behalf of the Municipality in accordance with Council's policies, procedures and directions.
- Leads and facilitates regular meetings of the management team to establish direction, teamwork and effective communications, develop strategy, make decisions, formulates goals and objectives, formulate policies and procedures.
- Develop corporate strategic plans, annual departmental goals and objectives and measures outcomes annually.

### **Policy Advisor to Council**

- Acts as chief policy advisor to Council regarding policy, program and procedural formulation by coordinating the development of the policies and programs for council approval, overseeing the administration of, and monitoring of, policies and programs established by Council.
- Ensures prompt notification to Council regarding topical or urgent matters;
- Attends meetings of Council and Committees, provides technical and legislative interpretation and advice as required; recommends amendments to by-laws.

## **Financial Responsibilities**

- Ensures the statutory responsibilities of the Treasurer are fulfilled.
- Ensures that appropriate accounting and financial management systems are in place to record the financial transactions of the township in a manner consistent with the requirements of Council, the Province and the Township's auditor.
- Oversees the preparation of the annual budget and quarterly financial reports for submission to, and approval of, Council.
- Exercises financial control over all corporate operations to ensure compliance with Council-approved budget.
- Oversees the development, approval and implementation of long-term capital works budgets and management of municipal assets and infrastructure.
- Ensures all purchasing and procurement is in compliance with the Municipality's procurement by-law and policies/procedures.
- Seeks out, reviews and applies for eligible grants and subsidy and programs.
- Satisfies the needs of the Auditor during the annual audit of the Township's financial records.

## **Human Resources**

- Provides day-to-day management of the management team including the review and approval of all departmental head reports to council, modifying content and providing direction on recommendations and providing support to departmental heads at council as necessary.
- Assesses future staffing needs and recommends staffing complement changes and organizational structure changes to Council for approval.
- Makes recommendations to Council on the recruitment, appointment, promotion, dismissal, suspension of Township department heads, and employees, when required.
- Monitors the performance and conducts regular performance reviews of Department Heads and ensures regular performance reviews are conducted for all Township employees.
- Ensures compliance with the Municipality's health and safety policies and procedures and other applicable legislation relating to workplace health and safety.
- Ensures employees are managed in accordance with the collective agreement, human resource policies and labour legislation.
- Supports Council in the negotiation of the collective agreements and in setting salary and benefits of non-union employees.
- Performs such other duties as may be required to fulfill the responsibilities of the position of CAO/Clerk and as may be directed from time to time by Council.

## **Communications/Advocate for the Township**

- Ensures effective and meaningful communications and customer services for the public, department heads and staff, as well as external agencies organizations and officials of provincial and federal departments and agencies and Council on matters relating to the governance, management and administration of the Municipality.
- Prepares written reports and/or makes verbal presentations to various audiences, including Council, Committees and staff.
- Responds to public complaints and investigates where necessary and appropriate and provides Council with reports as appropriate.
- Provides advice and recommendations and comments to Council on media relations, press releases and other communication materials directed to the public.

## **QUALIFICATIONS**

### **Education**

- Graduation with a degree from a recognized university or a diploma from a recognized college, in a relevant field.
- Or an equivalent combination of education and experience.

### **Experience**

- Minimum of 10 years' experience in a private or public sector environment
- Progressive experience in management positions in a private or public sector environment.
- Experience in business management, planning, budgets and finance.
- Experience in all components of Human Resources Management.
- Experience in Microsoft Office and financial applications.

### **Knowledge**

- Knowledge of legislation and policies which affect municipal government operations.
- Knowledge of municipal operations including public works, waste management, recreating, land use planning, economic development and emergency services.
- Knowledge of trends, best practices and developments in the municipal field.

## **Skills and Abilities**

- Strong leadership skills
- Possess a high level of initiative and judgement when dealing with the affairs /operations of the municipality and when acting as the main policy advisor to Council.
- Ability to analyze and resolve municipal policy and financial issues and provide council with thorough and sound advice
- Strategic thinking skills with the ability to manage the preparation of plans, policies, reports and studies.
- Excellent written and oral communication skills and presentation skills
- Strong negotiation skills when working with consultants, contractors, union officials and legal services for the discussion of a wide range of municipal matters.
- Excellent interpersonal skills are required to interact with Council members, staff, members of the general public, private and public sector officials.
- In terms of service delivery, an ability to identify, understand, and meet/exceed requirements of internal and external clients including project/time management, analytical/critical thinking, problem-solving and decision-making skills.

## **Asset Qualifications**

The following asset qualifications may be used to select or identify preferred candidates. The Township may consider applicants with one or more of the following qualifications in order to assess opportunities for providing additional support to or enhancement of, Township operations. Consideration may be given to adjusting salary levels accordingly. Candidates are required to clearly demonstrate on their application which, if any, of the education and experience ASSET qualifications they meet.

- Municipal designations such as - Association of Municipal Clerks and Treasurers (AMCTO), Certified Municipal Officer (CMO)
- Chartered Professional Accountant designation.
- Registered Professional Planner (RPP), MCIP (Member of Canadian Institute of Planners) or similar designation
- Experience in municipal government operations such as public works, waste management, recreation and parks, land use planning, economic development, finance, information management/Information technology
- Project management experience
- Experience in the field of communications particularly in terms of public speaking and media relations.
- Experience in procurement.