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**TOWNSHIP OF CHISHOLM**  
**POSITION DESCRIPTION – CAO/CLERK-TREASURER**

Position Title: CAO/Clerk-Treasurer

Reporting Relationship: Reports to Council

Purpose of Position:

- Performs the statutory requirements of the Municipal Clerk, and the Municipal Treasurer as set out in the Municipal Act and as described below.
- To co-ordinate and manage the administration, finances and office operations of the Township according to Council's policies.
- Provide leadership and direction to employees of the Township including the effective direction and management of human resources.
- To serve Council as its corporate secretary and principal policy advisor.
- To ensure that Council's decisions are carried out.
- To liaise between the public, Department heads, Engineer, Municipal Law Enforcement Officer, Canine Control Officer, Drainage Superintendent and the Council.

Responsibilities:

**Municipal Clerk**

- Itemize and prepare Council Agenda including the preparation of background material, staff reports and other relevant information, acting as Council secretariat.
- Attend Council and committee meetings, record resolutions and prepare minutes of same.
- Draft by-laws and policies and procedures for Council approval, and consult with Township solicitor as required.
- Coordinate the implementation and administration of policies approved by Council, and develop the appropriate systems and procedures to execute them; monitor for compliance and quality on an ongoing basis.
- Arrange meetings for council with outside parties as required; delegate to administration staff as deemed necessary by the Clerk-Treasurer.
- Receives and drafts correspondence on behalf of Council.
- Commissioner of Oaths and Affidavits.
- Validate all official documents and ensure safe-keeping of municipal records.
- Division Register of Vital Statistics.
- Line Fences Administrator.
- Conducts research and analysis to provide information for Council discussion.
- As Returning Officer, manage municipal and school board elections and referenda.
  - o Plan for and facilitate the continuity of municipal services prior to the incoming Council's term of office with the objective of minimizing disruption.
- Supervise and assist with the provision of information to ratepayers re: land severance applications, zoning amendments, road closings, etc., assist with applications, and correspondence re: same.
- Supervise the reply to questions from ratepayers and lawyers re: zoning.
- As Planning Administrator acts as Secretary to the Committee of Adjustment, attend meetings, prepare agendas and minutes and issue Certificates of Consent; supervise and

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when required assist with the processing of applications, preparation of reports, circulation of notices for applications, and all notices and correspondence associated with the process.

- Prepare reports and memos to Council re: various matters.
- Supervise the Secretary to Boxwell Cemetery Committee, supervise and ensure the upkeep of all cemetery records and preparation of agendas and minutes of all meetings.
- Prepare job evaluations for administrative staff.
- Plan, organize and delegate office tasks to administrative staff as required.
- Recommend to Council the staffing levels in administration necessary to ensure effective and efficient delivery of administrative services.
- Acts as Freedom of Information Officer, overseeing the structure and maintenance of the filing system, retention of records and protection of personal privacy.
- Advise Council on strategic initiatives, research current trends to create efficiency in the organization.
- Provide procedural advice to Council and staff with the objective of establishing and maintaining transparent and accountable leadership and governance.
- Facilitates and attends hearings as may be required under legislation.
- Perform other related duties as required.

**Municipal Treasurer**

- Prepares and presents operating and capital budgets, assist Public Works Supervisor with preparation of Public Works budget; and co-ordinate preparation of overall budget presentation for consideration by Council, and all background information.
- Provide financial and budget reports for Fire Department, Public Works and Council.
- Supervise the receipt and disbursement of all municipal funds.
- Supervise the issuance of tax certificates.
- Conduct all banking and cash flow management, including short term investments.
- Supervise to ensure that accurate records and accounts of the financial affairs of the municipality are effectively maintained and in accordance with municipal standards, and assist with this activity when required and as determined by the Clerk-Treasurer.
- Attends committee meetings when requested to provide advice and guidance on financial matters.
- Supervise to ensure that an effective liaison with the Township Auditor is maintained; supervise the preparation of audit reports and financial statements and prepare some of the year end working papers as required.
- Manage the Township's insurance program.
- Advises Council on Federal and Provincial grants, administers funding applications, approvals and reports.
- Oversees adherence by all staff to the municipality's purchase policy, and conducting, coordinating all tendering and procurement practices.
- Oversees the implementation of all asset management requirements.
- Prepares policies and procedures for all municipal financial matters including control measures for same, for approval by Council.
- Supervises the performance of all contracts and agreements entered into by the Corporation and ensures that all contractual obligations are fulfilled in a manner satisfactory to Council.
- Attends hearings of the Assessment Review Board relating to assessment appeals for the municipality when required.

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- Initiates and completes the procedures for the sale of property in compliance with applicable legislation.
- Perform other related duties as required.

**Public Relations**

- Supervise to ensure that an effective liaison between the Township's administration and the public is maintained; provide information, advice and assistance on applications, municipal programs, resolutions, policies and by-laws as required.
- Represent the Corporation in relations with the public; provide help or direction to the source of assistance.
- Deal tactfully with irate people and people who cannot express their questions and their feelings.
- Maintain an effective relationship with various Provincial and Federal ministries and agencies.
- Perform other related duties as required.

**Other Management Accountabilities**

Develop, recommend, implement and monitor departmental policies and procedures for Council and committees.

Advise Council on Federal and Provincial grant structures for departments and committees as to eligibility criteria, cost-sharing arrangements, and enabling Legislation.

Develop, recommend and implement department strategies to support the long and short-term plans of Council.

Attend or is represented at all Council meetings to provide advice and assistance to Council, and arrange for the participation of staff, provincial representatives, or others, as required.

Act as Corporate Signing Officer as assigned by Council by-law.

Recommend to Council the recruitment and selection of administrative staff when vacancies occur, including the hiring of temporary and part-time staff when needed to cope with vacations and/or peak periods.

Recommend to Council the suspension or dismissal of employees, in compliance with the applicable procedures.

Provide orientation to new staff and provides training and development opportunities for all staff in order to keep skills and knowledge current.

Ensure that staff are fully aware of Council's policy decisions, resolutions and by-laws and the implementation of same.

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Accountable for the management of all Human Resource and Labour Relations functions such as recruitment, onboarding, and interviews, and make recommendations regarding staffing, compensation, conditions of employment, training, discipline and performance management to Council.

Exercise general control over all departments by monitoring reviews, evaluating performance and initiating remedial action regarding the municipality's personnel policy.

Maintain effective co-operation with Auditor, Solicitor, Planner, Consultants and Representatives of other governments, to ensure that the municipality's interests are protected and represented.

Perform all other related duties as may be assigned by Council.

**Working Relationships**

**With Council and its Committees**

- Provide advice and guidance on policy matters; fulfill statutory requirements; and obtain policy direction.

**With Township Staff**

- Manage and provide leadership, guidance and supervision to Township administration staff and the Public Works Supervisor and co-ordinate efforts in pursuit of Township plans and priorities.

**With Provincial and Federal Ministries**

- Represents the Corporation and the interests of Council in dealings with provincial and federal government ministries and representatives, and effectively manages these relationships.

**Solicitor and Auditor**

- Maintain effective liaison as the principal administrative representative of the Township; and obtain current information regarding legislation, grants, etc.

**With the Public**

- Explain Township policies and programs; provide information and guidance; maintain a firm but diplomatic stand when collecting payments in arrears; and share information with other municipalities.

**Knowledge and Skill Requirements**

- Post-secondary Diploma/Degree in public administration, accounting, finance, business administration or related discipline.
- Association of Municipal Clerks and Treasurers of Ontario 'Municipal Administration Program' certificate or ability to acquire within a specified timeframe.
- Minimum 5 years municipal administration (or related senior level) experience in a managerial capacity.
- Demonstrated knowledge of applicable legislation and municipal framework.

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- Strong leadership, management, analytical and interpersonal skills with the ability to use tact, diplomacy and sound judgement.
- Demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes.
- Strong verbal and written communication skills.
- Demonstrated strong public relation skills, ability to exercise diplomacy and discretion.
- Thorough knowledge of municipal accounting and advanced office computer software skills.
- Demonstrated sound knowledge of all municipal services and operations, and their coordination.
- Municipal Election Training.
- Demonstrated knowledge of Municipal Planning.
- Good knowledge of municipal software system.
- Demonstrated managerial leadership skills.
- Demonstrated excellent negotiation skills when working with consultants, contractors, auditors and legal representatives.
- Demonstrated excellent interpersonal skills as they pertain to staff leadership, interactions with boards / council, committee members, the general public and government officials at all levels.
- Demonstrated high level of initiative and independent judgement in staff leadership, as policy advisor or as corporate spokesperson.
- Experience with municipal public works an asset.