

## **CORPORATION OF THE TOWNSHIP OF SCHREIBER**

**Job Title:** Chief Administrative Officer / Clerk

**Reports To:** Council

### **Position Description:**

- To serve Council as its principal policy advisor.
- To direct the implementation, administration, review, and evaluation of Township policy.
- To perform the statutory duties of the Municipal Clerk as required by "*the Municipal Act*".
- To provide direction and oversight of the municipal budget
- To provide leadership and guidance with respect to collective bargaining.
- To be accountable and take responsibility for human resource management

### **Direction received/Independent Action**

1. Follows the administrative policies, by-laws and contractual agreements of the corporation; provincial acts and regulations respecting statutory obligations, Municipal Affairs, and planning; and provincial regulations and statutes relating to employment and working conditions, health and safety, and the operations of various municipal service boards.
2. Works independently within policy and regulatory guidelines to plan, organize, and delegate work and tasks. Receives direction through the decisions of Council at regular meetings.
3. Performance is monitored by Council through regular status reports and updates, and through an annual performance review.

### **Supervision/Direction of Other Employees**

1. Reporting directly to the Clerk-Deputy Treasurer are:
  - Treasurer
  - Director of Operations
  - Community Economic Development Manager
  - By-law Enforcement Officer
  - Fire Chief
2. Supervisory authority extends to:
  - Performance review in relation to policies of Council;
  - Makes recommendations to Council concerning appointments, discipline, dismissal and wage adjustments;
  - Interpretation of personnel policies and collective agreements;

- Coordination of departmental efforts; resolution of disputes between department/units; and recommendations to Council regarding changes in organizational structure.
3. Administrative authority extends to:
    - Supervises negotiation of collective agreements and intermediate responses to employee grievance/disputes;
    - Approval of disciplinary action.
  4. Provides functional direction and advice to department heads of municipal boards (i.e. Library) with regard to administrative and policy development.

## **Responsibilities**

### **A. Administration**

1. Responsible, as principal policy advisor, for advising Council and its Committees on the feasibility, and desirability of proposed programs; policies and by-laws; ensures when possible, that Council is provided with a series of options on proposals to facilitate good quality policy decision making.
2. Responsible for supervising the effective utilization of staff; responsible for managing personnel policies that govern the hiring, and retention of staff, for the supervision of the negotiation and administration of collective agreements and for the adoption of contemporary staff development practices.
3. Recommends to Council the appointment, suspension and dismissal of all personnel reporting directly to this position, providing a written report outlining the reasons for such action.
4. Exercises general direction over all departments. Monitors, reviews, and evaluates performance of all personnel reporting directly to this position and reviews the evaluations of all other personnel. Ensures that performance evaluations are carried out annually for all employees.
5. Supervises the performance of all contracts and agreements entered into by the Municipality, ensuring all provisions have been fulfilled.
6. Maintains appropriate working relationships with the Municipal Solicitor, Municipal Auditor and representatives of other municipal governments and the Province in the interests of the Municipality.
7. Attends all Council and Committee meeting to provide advice and assistance in the development of policy.

8. Ensures Council and its Committees have regular reports on the status of programs, projects, and general operations, orally and in writing.
9. Implements and administers policies as determined by Council. Develops and manages systems and procedures necessary to ensure support of the decision making process and the monitoring of its performance.
10. Reviews incoming mail and correspondence to identify matters to be raised before council.

**B. Clerk**

1. Prepares by-laws as necessary to amend and enact municipal policy. Researches appropriate statutes or previously enacted by-laws. Confers with department heads and consults Ministry officials and peers in other municipalities to advise Council and select appropriate wording for official documents.
2. Interpretation of by-laws, resolutions and policies for interested citizens, ensures that citizens are aware of intent and content of Council decisions.
3. Acts as returning officer for Municipal and School Board elections.
4. Supervises preparation of minutes for transcription and distribution following Council and Committee meetings.

**Desired Qualifications**

1. 3- 5 years' experience in senior municipal management.
2. AMCT or CMO certification
3. Knowledge of *the Municipal Act* and other relevant statutes.
4. Knowledge of municipal accounting practices.
5. Excellent organization and time management skills.
6. Excellent interpersonal skills.
7. Excellent written and oral communication skills
8. Excellent supervisory skills