

Village of Sundridge
Position Description

Position: Clerk -Treasurer
Reports to: Council
Approved by: Council Resolution dated April 25, 2018

1. Position Summary

Performs the statutory duties of Clerk as set out in the *Municipal Act*, 2001, and other Acts.

Performs the statutory duties of Treasurer as set out in the *Municipal Act*, 2001, and other Acts.

Manages the corporation's administration, finances, and operations overseeing the implementation of policies and programs as identified by Council, reporting to Council as necessary.

Serves as principal policy advisor to Council and department heads.

Complies with Provincial and Federal statutes and with municipal by-laws, policies and procedures as decided by Council.

2. Duties and Responsibilities

2.1 Clerk

Drafts by-laws, resolutions and minutes for Council consideration.

Conducts necessary research and analysis, obtaining legal advice when required to provide information for debate, discussion and decisions by Council.

Prepares Council agenda and background material, staff reports and other relevant information, acting as Council secretariat.

Provides recording secretary services for shared service committees of Council or delegates duties as appropriate.

Facilitates and attends Hearings as may be required under a variety of Acts.

Receives and drafts correspondence on behalf of Council.

Provides oral and written reports to Council on a variety of municipal issues. Prepares a variety of statistical reports and responds to requests for information.

Co-ordinates the implementation, administration and evaluation of policies that are determined by Council, developing appropriate systems and procedures for supporting the decision-making process.

Interprets by-laws, resolutions and policies to interested citizens, ensuring that citizens are aware of the intent and content of Council decisions.

Manages the performance of all department heads through annual evaluation.

Oversees staff complement to ensure efficient operation of the Corporation.

Manages the planning, organization and delegation of office tasks for administrative staff.

Advises Council on strategic initiatives, researching current trends to create efficiency in the organization.

Provides procedural advice to Council and staff to establish and maintain transparent and accountable governance.

Co-ordinates and undertakes responses to planning activities as required by Provincial planning legislation and Ontario Municipal Board requirements.

Conducts municipal and school board elections in the capacity of Returning Officer.

Provides continuity of municipal services following municipal elections prior to the incoming Council's term of office to minimize disruption.

Acts as Freedom of Information Officer, overseeing the structure and maintenance of the filing system, retention of records and protection of personal privacy.

2.2 Treasurer

Advises Council on Federal and Provincial grants and administers funding applications and approvals.

Coordinates, recommends, presents, implements and monitors the municipality's annual operating and capital budgets and municipal reserves for all departments, committees, and Council.

Prepares policies and procedures for all municipal financial matters including control measures for same.

Prepares all internal financial statements including budget to actual, statement of operations, trial balance, etc., for distribution to the various departments, committees and Council in a timely manner.

Prepares for and assists the Auditor in collecting data and preparing for the annual year end audit, creating required journal entries as required, adhering to Public Sector Accounting Policies.

Administers the municipality's insurance and general benefits programs.

Oversees the payroll function with accuracy and in compliance with Federal and Provincial regulations.

Oversees the implementation of all Asset Management requirements.

Oversees adherence by all staff to the municipality's purchasing policy, coordinating all tendering and procurement practices.

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.

Maintains all banking requirements and authority, making investments in the best interest of the municipality.

Administers accounts payable and accounts receivable for the municipality.

Prepares monthly bank reconciliations for municipal bank accounts and shared service committees for which the municipality has oversight.

Attends committee meetings when requested to provide advice and guidance on financial matters.

Manages the municipal taxation and assessment program, ensuring that penalties, arrears, collections, adjustments and billings are maintained in a current and accurate way.

Understands and uses a variety of tax and financial tools, such as OPTA and Municipal Connect to administer all aspects of the municipality's finances.

Prepares and maintains the Collectors Roll along with the interim and final tax billing notices each year based on the last returned assessment roll for the year.

Attends hearings of the Assessment Review Board relating to assessment appeals for the municipality if required.

Initiates and completes the procedures for the sale of property in compliance with the provisions of the *Municipal Tax Sales Act*.

2.3 Management Responsibilities

Develops, recommends, implements and monitors departmental policies and procedures for Council and committees.

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

Develops, recommends and implements department strategies to support the long and short-term plans of Council.

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

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

Recommends 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.

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

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

Oversees the management of all Human Resource functions such as recruitment, on-boarding, and interviews, and makes recommendations regarding staffing, compensation, conditions of employment, training and performance management to Council.

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

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

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

3. Working Conditions

Office hours are 8:30 a.m. to 4:00 p.m. from Monday to Friday (35 hours per week).

It may be necessary to work evenings and weekends during peak work periods and to attend conferences and seminars. It will be necessary to attend committee and Council meetings outside of regular work hours.

This position is subject to significant stress due to tight, unyielding deadlines imposed by Legislation, Council direction, shifting priorities, and public demands. There will be frequent exposure to interruptions from a variety of sources.

Work is performed in an office environment with adequately controlled atmosphere, temperature and lighting.

This job requires standing, walking, sitting, climbing, stooping, kneeling, and crouching. The position requires hand and eye coordination for the operation of a computer, software programs, facsimile machine, photocopier, calculator and telephone, and other related office machinery and equipment.

4. Qualifications required

Education:

University degree or post-secondary education in public administration, accounting, business or a related discipline or a related mix of experience and education.

Completion of MTAP and MFAP courses or willingness to complete is desired.

Certified Municipal Officer designation or a willingness to work towards obtaining the CMO designation within a reasonable time is desired.

Formal training and/or relevant experience in Municipal administration and finance with strong organizational and analytical ability.

Willingness to continually upgrade qualifications as required is a must.

Experience:

Minimum five years municipal management experience. Experience in planning, administration and finance is a definite asset.

Other:

Good knowledge of provincial Legislation, Regulations and policies that effect local government including an understanding of the legal, planning, and auditing processes.

Thorough knowledge of financial, purchasing, accounting and auditing principles and practices, investment and debt management, provincial grant processes, property taxation, budget formulation and health and safety requirements.

A sound working knowledge of municipal level parliamentary practices and general statutes governing municipal operations in Ontario.

Strong leadership, organizational, and human resource management skills. Excellent interpersonal and communication (oral and written) skills and ability to relate to elected officials, peers, and the public.

Experience in a computerized environment and a working knowledge of Word, Excel, Simply Accounting, Municipal Software programs and the Internet.

Valid Ontario class G Driver's License and a reliable vehicle

5. Mental and Physical Effort

Visual and aural concentration is required on a continuous basis. The job demands effort in the areas of dealing with the public, the media and other levels of government. Visual concentration is required for periods of approximately one to two hours duration when entering data and preparing financial information. Mental effort is required to review and understand legislative changes and to stay current on statutory changes involving municipal government. Personal initiative combined with training is required to meet these demands.

Judgment, innovation and strategic leadership are required to make decisions which will optimize the resources of the Corporation. Competence and discretion are required on a constant basis for supervision, direction and evaluation of staff.

Majority of work is performed in an office environment and requires very slight physical effort. The employee must occasionally lift and/or move up to 25 lbs.

6. Conduct

Many actions could result in loss of time or resources or cause severe embarrassment to the organization. In some cases, actions could have a serious impact on the municipality's public image. The Clerk-Treasurer must have regard for conduct of self and all employees.

7. Safety of Others

The Clerk-Treasurer has overall responsibility for the effective management of the Municipality's Health and Safety Program.

8. Other

The statements contained in this job description reflect general details to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It is not an all-inclusive list of work requirements. Individuals are expected to perform other duties as assigned, including participatory engagement in other functional areas to cover absences, provide relief, or to equalize peak work periods to balance the work load.