

Type of Decision									
Meeting Date	Friday, November 6, 2009				Report Date	Wednesday, November 4, 2009			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Support for Updated Job Descriptions Report #06/11/09/202									

**SUBJECT:** Updated Job Descriptions for Council's review and acceptance.

Recommendation: That Council adopt the following motion approving for use the updated job descriptions for positions within the Municipality.

**WHEREAS** existing job descriptions were outdated and did not accurately reflect the duties of the positions within the Municipality;

**AND WHEREAS** current job descriptions are required to accurately and effectively perform meaningful performance appraisals and to attract and retain employees;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the United Townships of Head, Clara & Maria does hereby approve the job descriptions as presented/amended November 6, 2009 for implementation with 2009 performance appraisals including those for the:

- Clerk's position;
- Treasurer's position;
- Office Administrative Assistant's position;
- Road Superintendent's position;
- Labourer's position;
- Hall Caretaker's position; and the
- Chief Building Official's position.

Background/Executive Summary: Pretty self explanatory - new job descriptions were required. Descriptions have been updated to reflect form as prescribed by HRSDC and the current duties of each position. They will allow employees to know what is required of them and what criteria their performance will be appraised against during annual evaluations.

When filling job vacancies, an accurate job description allows communication of expectations and ease of writing employment ads. It helps with hiring the best candidate for the position ensuring they know exactly what is expected of them in the position.

The job description defines the employees' role and outlines accountability. It clarifies what skills and knowledge is required of the applicant/employee. It provides direction to the employee.

Financial Considerations/Budget Impact: None

Policy Impact: None – obviously updates current documents.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*