



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA JOB DESCRIPTION – CAO/CLERK

POSITION: Permanent full time

REPORTING RELATIONSHIP Reports to Council

PURPOSE OF POSITION

1. Performs the statutory duties of the municipal clerk as required by the *Municipal Act* and other legislation implementing Council's decisions, establishing and implementing administrative policy, practices and procedures to meet Council's policy objectives.
2. Performs the statutory duties of the Chief Administrative Officer as listed in the *Municipal Act* including: (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality. (Amended by resolution #20/04/12/010 and confirmed by By-Law 2012-15, resolution #20/04/12/014)
3. Acts as Senior Administrative Officer responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality in accordance with policies and directives of Council and in compliance with all provincial legislation.
4. Manages the administration of the Municipal office and coordinates all aspects of municipal governance.
5. Acts as Treasurer in the Treasurer's absence.

RESPONSIBILITIES

1. Conducts themselves in a manner that considers the health and safety of every individual including the public and all other staff members.
2. Actively participates in identifying potential and actual hazards, taking steps to eliminate or minimize them and to work towards completing hazard identification in conjunction with the health and safety rep and supervisors.
3. Performs the statutory duties of the municipal Clerk as required by *The Municipal Act* and other related Acts.
4. Establishes, manages and follows administrative practices and procedures to carry out Council policy decisions.
5. Responsible for the coordination of and recording of minutes of all Council meetings, preparing the agenda with assistance from the Head of Council.
6. Provides continuity of municipal services following municipal elections and during the early stages of the incoming Council's operation to minimize disruption.
7. Prepares materials for and implements an orientation program for new Council and staff members.

8. Provides information to the public when requested with regard to municipal policies, programs, and services.
9. Provides public relations services producing regular newsletters and updating the municipal website.
10. Provides well researched reports to Council advising on policy development noting various options and administrative and financial implications of those options in areas of municipal jurisdiction.
11. Manages, stores and keeps safe all municipal records as per the municipal Records Retention By-Law, implementing a records inventory and a records retrieval system preserving all historical municipal documents.
12. Consults with the municipal solicitor as necessary.
13. Negotiates on behalf of the municipality in all contracts and agreements as per municipal policy, by-laws and pertinent provincial legislation.
14. Keeps up with changing legislation maintaining a high level of skill and expertise by continuing education and attending appropriate conferences/seminars as per the municipal operating budget and municipal policy.
15. Drafts by-laws, policies and resolutions for consideration by Council, conducting necessary research and analysis submitting reports to Council for consideration, amendment and adoption.
16. Liaises and consults with various municipal, provincial and federal representatives and agencies when necessary.
17. Responsible for researching and reporting to Council on all Planning matters respecting short and long range planning and development policy and the County Official Plan.
18. Fulfills duties and obligations of Zoning Administrator under the Zoning By-law and the Planning Act.
19. Responsible for the municipal Health & Safety program and policies.
20. Hires, manages, supervises and terminates staff. Responsible for the development and implementation of all phases of the Human Resources function including but not limited to hiring, policy, staff development, training, employee communications, grievances and benefit plans.
21. Works with the Treasurer to obtain appropriate funding for the municipality through grants and other government funding programs.
22. Protects and represents the Municipality's interests in all business activities and administrative functions.
23. Performs duties of Returning Officer and is responsible for developing policy for and conducting all municipal elections as per the *Elections Act*.

24. Perform duties of the Community Emergency Management Coordinator and is responsible for the municipality's Emergency Management Plan and Program.
25. Performs duties of Division Registrar.
26. Performs duties of the Head of the Organization for *Municipal Freedom of Information and Protection of Privacy Act* purposes.
27. Performs duties of Lottery Licensing Officer.
28. Performs duties of Commissioner for taking oaths and swearing affidavits.
29. Oversees the maintenance of the municipal cemeteries and administers the *Cemeteries Act*.
30. To perform other duties as assigned by Council or the province from time to time.

WORKING CONDITIONS

1. Works in full view of the public subject to frequent interruptions providing assistance and information to Council, staff members and the public on all municipal matters referring issues to others as necessary.
2. Work is performed with a high degree of independent activity in a computerized environment seated at a desk. Some occasional light lifting is required. Subject to eye strain and physical fatigue from computer use and prolonged desk work.
3. Work is subject to constant internal and external deadlines as imposed by legislation, Council schedules, or Council policy with frequent changing priorities.
4. Work weeks are 5 days, Monday to Friday, 7 hours per day. There is one half hour unpaid lunch period and 2 paid 15 minute breaks. There are occasional additional hours spent with evening or weekend meetings or training.

WORKING RELATIONSHIPS

1. With Council: Serves as confidential secretary and as resource staff member providing timely information reports including advice, options and costs as required to support the policy making process.
2. With Staff: Provides leadership and supervision encouraging efficient and effective working relationships to ensure a harmonious and productive organizational unit.
3. With others: Maintains an effective liaison with area municipalities, other tiers of government and government agencies; the municipal auditor and the municipal solicitor.
4. With the public: Provides information and coordinates responses regarding Municipal programs, services and policy as required. Ability to interact pleasantly and effectively with the public and outside agencies to provide and collect information. Access is available to laws, by-laws, policies and procedures for reference as required.

KNOWLEDGE AND SKILL

1. Successful completion of or willingness to complete the Association of Municipal Clerks and Treasurers of Ontario Municipal Administration Program within the first two years of hire via self study with a commitment to continuous learning.
2. Knowledge of provincial legislation and programs affecting municipal government especially the Municipal Act or a willingness to learn by self study.
3. Must prioritize and multi-task, being able to shift from task to task over a wide variety of areas of responsibility meeting internal and external deadlines. Must oversee all aspects of municipal government operations.
4. Must be diplomatic, with strong negotiating skills, and experienced with conflict management.
5. Must be able to plan work, organizing resources and personnel, taking calculated risks to get the job done.
6. Must be self-motivated, able to act with confidence, managing own and employees work and continuous learning.
7. Must demonstrate flexibility, initiating and managing change within the entire organization.
8. Must be capable of promoting a healthy workplace, planning for the future and working with Council to develop a vision for the Municipality.
9. Must be a problem solver, able to use sound judgement and deal effectively with crises.
10. Excellent verbal and written communication skills are required in order to provide accurate information in a pleasant, courteous and effective manner to Council, staff, telephone callers and visitors.
11. Post secondary administration diploma or equivalent experience.
12. Must possess manual dexterity and computer literacy with focus on Microsoft products and Simply Accounting.
13. Must respect confidentiality.

IMPACT OF ERROR

1. Errors could result in serious legal, financial and/or political consequences for the Clerk, the Council and the municipality. Could result in law suits, fines, imprisonment or other penalties.
2. Errors in research, analysis and policy advice in staff reports could result in costly erroneous decisions of council with legal and financial repercussions.

CONTROL

1. Complies with provincial legislation, following Council policy utilizing conventional management and administrative practices.