

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
<b>Meeting Date</b>	<b>Thursday, November 21, 2019</b>				<b>Report Date</b>	<b>Monday, November 11, 2019</b>			
<b>Decision Required</b>	<b>X</b>	<b>Yes</b>		<b>No</b>	<b>Priority</b>	<b>X</b>	<b>High</b>		<b>Low</b>
<b>Direction</b>	<b>X</b>	<b>Information Only</b>			<b>Type of Meeting</b>	<b>X</b>	<b>Open</b>		<b>Closed</b>
Report #21/11/19/1103- Job Descriptions									

**SUBJECT: Updated Job Descriptions**

**RECOMMENDATION:**

That Council receive the Job Description for Clerk-Treasurer, Office Assistant and Public Works Labourer for information and review.

**BACKGROUND/EXECUTIVE SUMMARY:**

At the regular meeting of Council on October 17<sup>th</sup>, Council passed resolution #17/10/19/013 directing staff to create a job description and to post for the Clerk/Treasurer, Municipal Maintenance Worker and part time Administrative Assistant with Deputy Mayor Villeneuve to review and assist.

Staff are providing the Job Descriptions for final review before posting, no later than Monday November, 25<sup>th</sup>. This will allow enough time for advertising and interviewing before Christmas holidays, for the potential to start January 2020.

**FINANCIAL CONSIDERATIONS/BUDGET IMPACT:**

The salaries to be advertised for each position are as follows, and will be included in the 2020 budget:

Clerk/Treasurer – \$62,153 - \$77,714 (35 hours per week) based on knowledge and experience.

Office Assistant – \$21, 283.08 – 23,641.80 (21 hours per week) based on knowledge and experience.

Public Works Labourer- \$34,403.20 - \$ 38,209.60 (40 hours per week) based on knowledge and experience.

**OTHERS CONSULTED:**

Mayor Debbi Grills

Deputy Mayor Villeneuve

**Approved and Recommended by the Clerk**

Crystal Fischer,  
Clerk-Treasurer