

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

JOB DESCRIPTION

POSITION TITLE: Clerk-Treasurer

REPORTING RELATIONSHIP: Reports to Council

PURPOSE OF POSITION:

To provide a wide variety of administrative services, including primary responsibility and accountability for provision of the services of a Municipal Clerk as set out in the Municipal Act, 2001 and other applicable legislation;

To provide a wide variety of financial services, including primary responsibility and accountability for financial record-keeping and related statutory and contractual compliance, providing all of the services of a Municipal Treasurer as set out in the Municipal Act, 2001 and other applicable legislation;

To undertake the duties of the Deputy Clerk-Treasurer in his or her absence; and

To manage the day to day operations of the Municipality.

SCOPE OF POSITION:

Complies with legislation, by-laws, resolutions, policies, and decisions of Council;

Maintains accepted Public Sector Accounting, municipal book-keeping and general office management practices; and

Works within the policies, procedures and priorities established by legislation, by-laws, and resolutions of Council;

Maintains accepted office management practices;

Liaises with other departments, external agencies and committees to communicate decisions and policies of Council.

RESPONSIBILITIES:

1. Municipal Clerk

- 1.1. Performs and is accountable for all of the statutory duties of the Municipal Clerk under the Municipal Act, 2001 and other applicable legislation and

regulations.

- 1.2. Keeps Council fully informed on issues affecting the Municipality.
- 1.3. Reviews and evaluates existing by-laws, policies and agreements. Drafts new, or amendments to, agreements, by-laws, policies, resolutions and minutes for Council consideration, including: conducting necessary research, obtaining legal advice when required, providing background information for discussion and decision-making by Council.
- 1.4. Prepares agendas, reports and background material for Council meetings.
- 1.5. Records minutes of the meetings.
- 1.6. Communicates and executes Council decisions.
- 1.7. Is Council's principal policy advisor.
- 1.8. Interprets by-laws, resolutions and policies to interested citizens, and communicates public concerns to Council.
- 1.9. Provides a communication link between and among the following: Council, municipal agencies, associations and boards, government ministries and agencies, the private sector, and the general public.
- 1.10. Prepares, reviews and directs communications to or from Council.
- 1.11. Prepares for and manages municipal elections, by-elections and referenda under the Municipal Elections Act, 1996, in the capacity of Returning Officer.
- 1.12. Provides for continuity of municipal services following elections, providing orientation to new councillors.
- 1.13. Responsible for records and information management in accordance with legislation and policy.

2. Treasurer

- 2.1. Performs all statutory duties of Municipal Treasurer under the Municipal Act and other Acts of Legislature. Keeps the Council fully informed on all information relating to the financial affairs of the Municipality and any additional information Council may require.
- 2.2. Provides efficient and effective day to day financial operations such as

data entry and payroll management (including: preparation of T4's, records of employment, statutory deductions and timely remittances, WSIB and OMERS applications, etc.).

- 2.3. Prepares the annual budget (for Council's approval) by providing accurate information in terms of potential revenue and expenditure estimates as well as tax rate calculations. Prepares multi-year budgets as requested by Council.
- 2.4. Facilitates long range financial planning, maintaining the solvency of the Municipality.
- 2.5. Makes application for grants from various sources and monitors receipt of same. Establishes and monitors processes by which other revenues can be secured.
- 2.6. Arranges for the borrowing and investing of monies where necessary, in keeping with policies, procedures and resolutions of Council from time to time.
- 2.7. Keeps the Municipality's "books" which means: establishing process and procedures to ensure the security of all monies and/or other financial assets collected and held by or on behalf of the Municipality or held and administered in trust by the Municipality.
- 2.8. Keeps complete and accurate records so as to correctly reflect the assets and liabilities of the Municipality and so as to provide a complete history of all transactions undertaken on behalf of the Municipality.
- 2.9. Prepares, or directs preparation of, all journal entries.
- 2.10. Distributes and posts, or directs distribution and posting of, accounts payable and receivable to the General Ledger.
- 2.11. Undertakes, or directs the undertaking of, the monthly bank reconciliation.
- 2.12. Prepares regular financial reports to Council, other staff, and external agencies pertaining to the revenues and expenditures recorded to date versus budget. Monitors budget variances.
- 2.13. Oversees development and implementation of financial policies (collection, investment, etc.)
- 2.14. Co-ordinates the performance of the annual audit with the Municipal Auditors and prepares, or directs preparation of, all necessary working papers.

- 2.15. Advises Council on the Municipality's insurance protection and risk management programs.
- 2.16. Provides for prompt payment of all accounts owing by the Municipality.
- 2.17. Provides or directs collection services for accounts owing to the Municipality and reports on such to the Council.
- 2.18. Issues receipts and deposits money received with a financial institution designated by the Municipality.
- 2.19. Ensures that all expenditures and/or payments are authorized by Council and/ or made under authority of municipal or provincial legislation.
- 2.20. Prepares such financial reports as are required by the Province, the Federal government, external agencies, grant providers and contractual parties.
- 2.21. Prepares, or directs preparation of, tax bills and relevant inserts for mail out on a frequency established by Council (currently twice per year).
- 2.22. Takes appropriate measures to facilitate the Council's ability to maintain tax arrears at appropriate/responsible levels.

3. General & Management Duties

- 3.1. Oversees the daily operations of the Municipality.
- 3.2. Is responsible for the hiring, performance reviews (where applicable), discipline (including dismissal), training and assignment of all staff.
- 3.3. Plans, organizes and assigns work and discusses plans and priorities with staff members.
- 3.4. Provides leadership and guidance.
- 3.5. Evaluates performance and recommends appropriate action for staff changes and staff status change.
- 3.6. Uses contemporary management techniques; maintains accessibility to workers to discuss ideas and problems, to review work in progress and to provide leadership.
- 3.7. Overviews and is responsible for occupational health and safety practices

being strictly observed in the Municipal Office.

- 3.8. Modifies work schedules when required to deal with emergency situations and/or work accommodation requirements.
- 3.9. Keeps all municipal staff informed on Municipal policies that affect them.
- 3.10. Maintains municipal public communications, including directing maintenance of municipal website, applicable social media, and creation of articles in the “Needing News” and/or other public communications.

4. **Other Duties**

4.1. **Planning**

- 4.1.1 Assists individuals applying to the Municipality for decisions under the *Planning Act* and related statutes and regulations.
- 4.1.2 Reports on development applications, making appropriate recommendations and interpreting planning documents for Council.
- 4.1.3 Administers appeals of development application decisions to the Local Planning Appeals Tribunal.

4.2. **Human Resources**

- 4.2.1 Develops and reviews job descriptions for various positions, obtaining Council approval as required.
- 4.2.2 Recruits employees (or assists others tasked with doing so) by drafting and arranging for job advertisements, shortlisting candidates, arranging for interviews, selecting the successful candidate (or recommending same to Council);
- 4.2.3 Administers pension and benefit plans;
- 4.2.4 Reviews and recommends adjustments to non-union wages, if not addressed by policy.
- 4.2.5 Provides clerical services relating to the negotiation of the collective agreement with unionized staff.
- 4.2.6 Undertakes performance management of staff members.

4.3. By-law Enforcement

- 4.3.1 Acts as first point of contact for by-law infraction complaints and investigation process in accordance with approved policies and procedures.
- 4.3.2 Provides information and responds to requests relating to municipal law enforcement matters.
- 4.3.3 Keeps Council informed relating to ongoing investigations and/or prosecutions.

4.4. Miscellaneous

- 4.4.1 Provides commissioner of oaths and/or notary public services to the public.
- 4.4.2 Participates on the health and safety committee.
- 4.4.3 Participates in emergency management.
- 4.4.4 Perform marriage ceremonies.
- 4.4.5 Implement the Municipal Freedom of Information and Protection of Privacy Act.
- 4.4.6 Provide or direct secretarial services for the Lakehead Police Service Board.
- 4.4.7 Undertake any other duties as assigned by the Council.

WORKING CONDITIONS:

Works in municipal public office conditions and in full view of the public; work is subject to frequent and ongoing interruptions and priority shifts.

Work involves a heavy volume and variety of tasks, many of which have tight deadlines and frequent periods of peak activity.

The office is open from 9:00 a.m. until 5:00 p.m., Monday through Friday (subject to change at Council's direction). The office staff work with one another (under the direction of the Clerk-Treasurer) to ensure customer service availability within those time frames, together with appropriate required evening meeting attendance. Hours are flexible to prevent overtime and to include in each work day lunch breaks for staff in accordance with their employment contracts. Lunch and other breaks are scheduled at mutually convenient times with other office staff.

Regular evening Council meetings (currently twice per month throughout the year excepting January, July and August, when the regular meeting is once per month) and such special meetings of Council and/or other boards, associations, agencies or committees, as are set from time to time. As a rule, the Clerk-Treasurer and Deputy Clerk-Treasurer alternate attendance at the monthly Council meetings and financial information is presented, whenever possible, at the meeting attended by the Treasurer.

Periodic attendance at *workshops, conference, webinars*, etc. is required. Some out of town travel is required.

Total average hours per week, including office hours and evening meetings is to be kept to 40 insofar as is possible.

KNOWLEDGE AND SKILLS:

Formal training and/or relevant responsible experience in municipal administration and finance; organizational and analytical ability; judgement; tact; public relations and communications skill; ability to establish and maintain effective working relationships inside and outside the corporation; and full knowledge of provincial legislation and policy that affects local government.

The ability to operate and manage computers, with word processing and spread sheet capability is required.

Required to be bond-able.

A thorough understanding of the municipal legal, financial and planning processes is required.

The Clerk-Treasurer must exhibit a high level of integrity both during and after office

hours, serving the public in a truthful, courteous and professional manner.

The Clerk-Treasurer must have the ability to exercise good judgement while remaining sensitive to the needs and opinions of his or her co-workers and the public.

The Clerk-Treasurer must have the ability to work well with minimal direction from Council.

SALARY BANDWIDTH:

Starting rate: \$62,217.62

Job Rate: \$67,267.62

September 2019