

Town of Rainy River

Position Description

Position Title: **Chief Administrative Officer**

General Supervisor: Town Council

Position Summary:

- ❖ The Chief Administrative Officer is responsible for executing the statutory responsibilities of the Municipal Clerk, the Municipal Treasurer and the Tax Collector.
- ❖ Has the responsibility for ensuring that all matters requiring deliberation and decision by the duly elected Council of the town are properly brought before that body and that the business of Council is recorded and enacted as prescribed by statute and governing By-laws.
- ❖ Offers advice and expertise to, and liaises with, Council, Committees of Council, consultants and municipal staff as required.
- ❖ Is accountable for the administration and control of municipal financial operation, including the collection of municipal taxes as outlined by statute and in keeping with generally accepted accounting principles. Provincial requirements and municipal policy; and for devising and implementing financial policy and procedures.
- ❖ Is responsible for overall planning, organization and control of municipal administration to meet municipal objectives, policies and plans as set out in enacted by-laws, resolutions, policies and in the formal requests of Council.

Direction Received:

- ❖ Works without direct supervision. Contact with Council is through regular meeting, interim informal discussions with the Mayor and Committees of Council. In carrying out the responsibilities of the position, the incumbent has regard to relevant Provincial and Federal Statutes, municipal by-laws, and other internal policies and objectives of the statutes and the Corporation.
- ❖ Determines appropriate action in unusual situations based on precedents and in consultation with external agencies/advisors.

Direction of Others:

- ❖ Provides advice to Council and directs support staff through administration of financial policies and annual budget preparation.
- ❖ Provides direction to department heads of staff as required by Council or as necessitated by public demand. Complete work orders and ensure they are completed for Council. Meet on regular basis with department heads to ensure

open lines of communication. Monitor budget expenditures and discuss with department heads and unusual situation.

#### Revenue, Asset & Expenditure Scope:

Signing officer with the Mayor on all municipal Contractual agreements	Approx. 10 per year
Annual Municipal Expenditures	\$3.4M

#### General Responsibilities:

- ❖ Performs the duties of corporate secretary to Council. All matters to be raised before Council and individuals wishing to make representation to Council are channeled through the Chief Administrative Officer.
  - This position accumulates all correspondence, requests, and reports for twice monthly meetings of Council.
  - Prior to each meeting, the individual is responsible for providing agendas and background materials to each council member for preparatory review, and composes resolutions for presentation at the meeting.
  - Attends each meeting as recording secretary and ensures that meetings, votes, questions and discussion are conducted according to parliamentary procedure.
  - Provides verbal input and advice into matters under discussion.
  - Following each meeting, the individual prepares minutes for transcription and distribution, and issues official directives with regard to the decisions of Council.
  - Publishes announcements and provides clarifications and updates to the local media regarding decisions and policies passed in Council.
- ❖ Municipal objectives, policies and plans must be enacted through by-laws and resolution passed in Council. It is the responsibility of this position to compose all by-laws and resolutions and to ensure that such documents which bind the town are prepared and executed according to statute and procedural by-law.
- ❖ The Municipal election process is managed by this position under the Municipal Elections Act. As the Returning Officer for the Town, all respective legislation must be adhered to.
- ❖ Responsible for the issuing of licenses and permits (i.e. marriage, burial, birth) in the positions of the Marriage License Issuer/Division Registrar.
- ❖ Sets up financial controls to ensure that allocations, revenues and expenditures are accurately recorded and accounted for. The Chief Administrative Officer reviews financial policy and develops formal policy recommendations for Council to consider.
- ❖ Responsible for the preparation and issuing of tax notices in accordance with legislation, the collecting and recording and reconciliation of payments, the applying of penalties and interest and the issuing of notices and unpaid balances.

Also the Chief Administrative Officer adjusts taxes to reflect changes in assessment and maintains the assessment and collector's rolls to reflect these changes.

Other Duties Include:

- ❖ Acts as a secretary-treasurer to the Town's Council (Consent Granting Authority and the Committee of Adjustment) for planning applications made to the Town. Also, the position is responsible for the statutory responsibilities related to land use planning.
- ❖ Liaises with the planning consultant and council to this regard and deals with the public on applications for planning amendments and general planning questions.
- ❖ Assists in the review of building applications for conformity to the Zoning By-law. Subdivision agreements are administered by this position.
- ❖ Advisory role to the Rainy River Recreation Board includes reporting and support to the Provincial Government.
- ❖ Acts as the Community Emergency Management Coordinator for Rainy River and alternate to the Townships of Dawson and Lake of the Woods
- ❖ Advisory to the Cemetery Committee, including arranging burials, bookkeeping function, and reporting to the committee and the Provincial Government.
- ❖ Oversees the leasing of the Health Centre, Physician rental housing, Library building and the Waterfront Building.
- ❖ Advisory role to the Library Board includes reporting and support to the Provincial Government.
- ❖ Advisory role to 4008 Committee, including the financial and recording secretary duties.
- ❖ Lottery license issuer
- ❖ Other Clerk and Treasury duties may be directed.

Education, Experience and qualifications:

- ❖ post-secondary education within Public Administration or Business Administration
- ❖ 3-5 years in a management position
- ❖ Exemplary communication skills, both verbal and written
- ❖ Experience drafting financial documents and budgets
- ❖ Ability to deescalate confrontations and act as mediator
- ❖ Previous experience working within a unionized workforce
- ❖ Designation within AMCTO (Association of Municipal, Managers, Clerks and Treasurers of Ontario) or similar from other Provinces or the willingness to obtain same
- ❖ A thorough understanding of the function of the municipalities and the respective roles of administration and of Council. Be apprised of legislation and regulations governing municipalities.

- ❖ A complete knowledge of legislation and regulations governing all aspects of municipal finance including budgeting, taxation, borrowing, investments, licensing, service charges, financial reporting, municipal taxation, the deduction and remittance of payroll deductions and taxes and the claiming of tax rebates.
- ❖ A complete understanding of and competency on the use of accounting software and electronic spreadsheets, and the ability to prepare concise and accurate financial reports.
- ❖ As this is the senior management position within the municipality the incumbent is required to take a proactive leadership role in managing the affairs of the municipality. The incumbent must be diplomatic when dealing with staff, council, external parties and ratepayers. Management skills and team leadership skills are a prerequisite.

Effort:

- ❖ Continuous concentration for prolonged periods when preparing regular and annual reports and other formal documents. Telephone calls and visits on a continuous basis interrupt attention spans for short periods. Frequent requests require the position to attend to unscheduled tasks for prolonged periods. Strict demands relate to frequent rush requirements.
- ❖ Continuous physical demands relate to combined physical and sensory strain for long periods during meetings, reviewing and preparing documents. Long periods of time are spent at a computer terminal causing muscular and sensory exertion.

Working Conditions:

- ❖ This position is required to work, on average, an eight hour day. The position has fluctuating periods of excess hours offset by periods of lesser demand.

Salary:

- ❖ Salary dependant on experience and qualifications. With an anticipated starting salary between \$76,500 and \$87,000.