

POSITION: CAO/Clerk

REPORTING RELATIONSHIP: Reports to Council.

PURPOSE OF POSITION:

- As CAO-will be the chief policy advisor to Council, will be the leader and supervisor of all employees, and generally oversee the Municipality's affairs and resources, subject to legislation and Council policy.
- As Clerk- support the proceedings of Council and ensure compliance with the *Municipal Act* and other applicable legislation..
- To co-ordinate the office operations of Central Manitoulin according to Council's policies.
- To be a liaison between the public and the Council.

SCOPE OF POSITION:

- Responsible and accountable for performance of the statutory duties of the Municipal Clerk, as defined in the *Municipal Act* and other acts of the Legislature.
- As CAO is expected to co-ordinate, prepare and present policy advice to Council and its Committees and to effectively implement and administer Council's decisions.

RESPONSIBILITIES:

- a) Municipal Clerk-all statutory requirement under applicable legislation.
- b) CAO-provide skilled professional leadership and management to the municipality.
- c) Discharge other duties and responsibilities as may from time to time be assigned by the Municipal Council.

WORKING CONDITIONS:

- Usual public office conditions. Work is subject to hectic peak periods (e.g. tax time, year-end audit, etc.) The incumbent is expected to organize work, deal with frequent interruptions, and cope with complaints from the public.
- Usual hours of work are 8:30 a.m. to 4:30 p.m. Monday to Friday (1 hour lunch) for a 35 hour week. Additional hours will result from evening attendance at Committee, Board and Council meetings.

WORKING RELATIONSHIPS:

- With Council and its Committees - Provide advice and guidance on policy matters; fulfill statutory requirements; and obtain policy direction.
- With Municipal Staff - Provide leadership, guidance and supervision; co-ordinate efforts in pursuit of Municipal plans and priorities.

- With Provincial/Federal Ministries, Solicitor and Auditor - Maintain effective liaison as the principal administrative representative of the Municipality; and obtain current information regarding legislation, grants, etc.
- With The Public - Explain Municipal policies and programs; provide information and guidance; maintain a firm but diplomatic stand when collecting payments in arrears; and share information with other municipalities.

KNOWLEDGE AND SKILLS:

1. Municipal administration training combined with several years of responsible experience in the municipal administration field, good organization, management and communication skills, with a high degree of tact.
2. A high degree of language comprehension to understand Provincial and Federal statutes, policies, and legal jargon that affect municipal administration.
3. Accounting and computer skills.
4. Association of Municipal Clerks and Treasurers training and/or equivalent designation is desirable.

IMPACT OF ERROR:

Judgement errors and management mistakes could lead to ill-conceived and administered policies, ineffective decision making, confusion and possible financial, legal and political repercussions.

CONTROL:

Policy direction by Council, the existing by-laws, resolutions and policies of the Municipality, and finally, Provincial and Federal government statutes and regulations.