

Schedule 'C'
Job Description – Municipal Clerk

The Municipal Clerk provides administrative support services to Council and the Administrator and undertakes the responsibilities as Corporate Officer, pursuant to the Community Charter, as may be amended from time to time.

Duties of the Municipal Clerk are as follows:

1. Assumes the role of Administrator in his/her absence.
2. Supervision of office staff.
2. (a) Keep Council informed on all important matters affecting District affairs;
- (b) Advise Council on matters within the control and purview of the Council;
3. Attend such meetings of the council, or Committees of the Council, or other meetings as may be designed by the Mayor or the Council.
4. Responsible for preparing reports, bylaws, public notices and policies within applicable legal requirements for Council consideration.
5. Act as Signing Officer for the purpose of executing, together with the Mayor or Acting Mayor, all instruments, contracts, agreements and documents on behalf of the District.
6. Establish and maintain adequate relationships with the public, government officers, local agencies and with the communication media so that policies of the Council may be properly reflected.
7. Accept, on behalf of Council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Council or municipality.
8. Keeper of corporate seal and having it affixed to documents as requested.
9. Maintain an accurate record of all minutes and appropriate index and manuals of adopted Bylaws, policies and regulations and keep such documents in safe-keeping.
10. Administer oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
11. Certifying copies of bylaws and other documents, as required or requested;
12. Prepares the Regular and "In-Camera Agendas, including the dissemination of directives and information from same as defined by Council's Procedure Bylaw and the Local Government Act.
13. Chief Elections Officer and organizes Municipal Elections, Bylaw Votes and Referendums, including training and supervision of election staff.
14. All matters related to human resources, including assistance with recommendations for approval of all wages, salaries and working conditions and investigating and settling disputes respecting all personnel matters;
15. On a daily basis, works with public, elected official and appointed bodies in a cooperative capacity. Liaises with representatives of provincial ministries regarding bylaw approval. Liaises with media representatives regarding advertising of legal notices.
16. Perform the tasks of other employees as required by the Council when those employees are absent from work for any reason.

17. Provides information and assistance to the public and others concerning policies, bylaws, regulations, official records, Council and Committee actions, and election matters and procedures.
18. Conducts research assignments and special projects.
19. Responsible for maintaining the Records Management system.
20. Perform other related duties as may be required by Council.

Schedule 'A'
Job Description – Administrator

General Accountability

The Administrator is the chief administrative officer of the municipality and has responsibility for undertaking the statutory duties of Chief Administrator Officer, pursuant to the Community Charter, as may be amended from time to time.

Duties of the Administrator include:

1. the overall management of the operations and resources of the municipality;
2. the implementation of the policies of Council;
3. the initiation and recommendation of policy changes;
4. implementation of programs and other directions of the council; and
5. advising and informing the Council on the operation and affairs of the municipality.

Nature and Scope of the Position

The Administrator plans, directs, supervises, coordinates and controls the business affairs of the municipality in accordance with plans, policies and financial limitations that are established by Council and in accordance with the provisions and limitations of applicable legislation by:

1. coordinating interdepartmental matters;
2. directing the preparation and revision of plans and budgets;
3. interpreting regulations;
4. investigating and settling disputes respecting with respect to personnel matters;
5. relieving Council of details associated with the day-to-day management of municipal activities;
6. providing leadership with respect to staff morale and motivation;
7. establishing and maintaining effective communication systems both internally among departments and with external organizations;
8. establishing, promoting and maintaining extensive contact with representatives of private firms and with other senior municipal officials in other municipalities;
9. acting as official spokesperson on all non-political issues.

Management Direction

The Administrator is directly responsible for ensuring that municipal employees provide the services required by the municipality and is responsible for overseeing:

1. preparation of annual operating and capital budgets;
2. preparation of plans and programs for the establishment, development, expansion, improvement, reduction or discontinuance of municipals services;
3. recommendations for approval of all wages, salaries and working conditions;
4. the preparation of all contracts and specifications for the contracts;
5. changes to the organizational structure of the municipality.

Schedule 'B'
Job Description – Treasurer-Collector

General Accountability:

The Treasurer-collector is responsible for Undertaking the statutory duties of Financial Officer pursuant to the Community Charter, as may be amended from time to time.

Duties of the Treasurer-Collector include:

- a) receiving all money paid to the municipality;
- b) ensuring the keeping of all funds and securities of the municipality;
- c) investing municipal funds, until required, in authorized investments;
- d) expending municipal money in the manner authorized by the Council;
- e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- f) exercising control and supervision over all of the financial affairs of the municipality.

Nature and Scope of the Position

The Treasurer/Collectors Organizes, directs and supervise the Finance Department.

1. Prepare, in consultation with any other Department Heads, the necessary Provisional, Annual and Capital Budgets for presentation to the Council, or the appropriate committees.
2. Administer financial operations in accordance with Provisional, Annual and Capital Budgets approved by Council.
3. Investigate and recommend extraordinary expenditures not included in the approved budgets, and subject to required approvals, make such expenditures when directed by Council.
4. Plan and administer the financial affairs of the District in accordance with Council policy, and attend to the investment and borrowing of funds as required, subject to the limitations established by the *Municipal Act*.
5. Ensure the establishment of appropriate safeguards over all funds, physical assets, insurance and other property of the District.
6. Act as a Signing Officer of the District, together with the Mayor or Acting Mayor, to sign, make draw and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any order for the payment of money, contracts for letters or forward exchange and generally all instruments or documents for the purpose of binding or obligating the District in any way in connection with its accounts and transactions with the bank.
7. Establish procedures in accordance with Council policy for all purchases and payment therefor.
8. Prepare or direct the preparation of all financial statements, reports, or statistical reports required by Government Departments or Agencies or Council.
9. Develop improved systems and forms as deemed necessary and give functional advice and guidance to other municipal departments as required.
10. Have input into hiring of employees in the Finance Department for whom provisions are made by the Council, and who are required.
11. Have input into the dismissal of employees of the Finance Department for cause, or when they are no longer required.

12. Perform the tasks of other employees as required by Council when those employees are absent from work for any reason.
13. Perform other related duties as require.

