MORRIS -TURNBERRY
Job Description

Position Title  Chief Administrative Officer (CAO) - Clerk
Department    FINANCE/ADMINISTRATION
Report to Title COUNCIL

This job description last updated on ..........August, 2018 ................................

Position Details
Position status: Full time employee
Pay method: Salary
2018 pay range: $94,457 - $118,071
Normal workweek: 40.0 hours
Overtime > 40.0 hours in a week: at straight time hours.
80 hours may be banked
Allowances for evening meetings 2018 rate is $ 126.83 for 2-4 hours
2018 rate is $ 190.25 for over 4 hours

A – POSITION DESCRIPTION

1. Scope of Position:
Responsible for the overall administration of the Municipality of Morris-Turnberry in accordance with objectives, policies and programs approved by Council and all applicable by-laws and Ontario regulations.
The CAO Clerk reports to the Mayor and Council.

2. Key Responsibilities
Program Delivery

(a) To ensure the efficient, economical and effective organization and administration of all departments, boards and committees as determined by the by-laws of the Municipality and the direction of Council. To coordinate the development and implementation of policies, procedures and systems to facilitate the workflow and communications between departments.

(b) To perform the statutory duties of the Municipal Clerk under the provisions of the Municipal Act and other related statutes.
(c) To oversee the development, implementation and communication of short & long range operating plans and strategies.

(d) To implement the policies and programs of Council efficiently and effectively. To ensure compliance with all relevant statutory and regulatory requirements. To report to Council on the activities of the various departments. To present recommendations to the Council on municipal operations and legislation. To coordinate the transfer of functions from or to other levels of government as necessary.

(e) To interact with the Municipality Solicitor, other professionals retained by the Municipality and appropriate Ontario ministries as required.

(f) To act as the Municipality administration representative to the community and establish positive relationships with the local business community, media, boards (for example police, fire, water, & electricity), other authorities and other levels of government (County, Provincial, Federal).

(g) To implement the financial aspects of the policies and programs of Council efficiently and effectively. To ensure compliance with all relevant financial statutory and regulatory requirements.

(h) To review and monitor the annual operating, capital and reserve fund budgets for all Municipal entities.

(i) To supervise the performance of the Director of Public Works, Chief Building Official and Deputy Clerk and Treasurer. To participate in the hiring, work assignments, performance reviews, training, and discipline as necessary. To liaison with the Animal Control and Fire Chief.

(j) To attend and participate in all Council, Committee and Board meetings as required.

(k) To ensure the municipality maximizes all provincial and federal grants.

(l) To accept telephone calls from the public on inquiries. To respond to the public promptly and professionally.

(m) To develop, implement and maintain appropriate insurance and bonding for all municipal activities.

(n) To prepare all by-laws for approval by Council.

(o) To act as Returning Officer for all Municipal, School Board and related municipal elections under the provisions of the related provincial legislation.
(p) Commissioner of Oaths for all documents requiring an Official witness.

(q) Administer the Line Fences Act, Lottery Licencing, Birth and Death :Ledger, Property Ledger and Insurance Files and in conjunction with the Drainage Superintendent, administer the Tile Drainage Act and the Drainage Act and in conjunction with CBO, oversee the Building Department; in conjunction with the water operators to act as the liaison for the water operation and relevant legislation and council. To administer and work with the municipal planner for planning and economic development applications.

(r) To act as chief policy advisor to Council and make appropriate recommendations for the future progress of the Municipality. To participate in inter-departmental and inter-government projects as required.

(s) To act as the main administrative coordinator for the Municipality in the event of an emergency and to act as the Deputy CEMC for the Emergency Management Coordination and perform all required duties.

(t) Acts as a member of the management team and therefore provides advice and assistance to other department heads regarding financial and administrative issues as they may affect the operation of the municipality.

Agree

Human Resources (Including Staff supervised)

(u) To act as Human Resource coordinator. To recommend to Council the hiring, suspension, dismissal of administrative employees as appropriate, in accordance with the Municipality personnel policies and procedures. To coordinate the training and performance review programs.

(v) To directly supervise the Director of Public Works, CBO, Drainage Superintendent, Deputy Clerk and Treasurer.

(w) To act as the liaison for Economic Development with developers; and to coordinate and participate in Development meetings and discussions.

Material & Information Resources

(x) The CAO/Clerk performs the following duties:
    (i) taking minutes at Council meetings
    (ii) preparing Council meeting agendas
    (iii) doing research for Council
    (iv) communicating Council decisions
    (v) maintaining records of Council minutes, by-laws, agreements, deeds, and other important documents
    (vi) to prepare all drainage schedules and notices as required under the Drainage Act
    (vii) to prepare all notices as required under the Line Fences Act
    (viii) to prepare all notices as required under the Planning Act
    (ix) to maintain all records as required under the Safe Drinking Water Act and applicable legislation.
Financial Resources

(gg) The CAO/ Clerk performs the following duties:
1. to assist in the preparation of the department budgets, to be incorporated in the general budget.

Other

(hh) To attend and participate in all Council, Committee and Board meetings and hearings, as required.

(ii) To perform other duties as may be assigned by Council.

(jj) To perform all other duties as required by Statute.

3. Key Relationships

Internal
Mayor: daily interaction re: Municipality operations
Other Council members: biweekly interaction re current Municipality issues
Three Department Heads: interaction re department activities, Public Works, Building and Drainage - on a daily basis.
and Water Operating Company – as required.

External
Municipality Professionals: as appropriate
Municipal Auditor: as appropriate
Huron County representatives: weekly interaction re County matters
Ontario government officials: biweekly interaction re policies & legislation
Public: daily re Municipality operations eg: telephone and in person
Media: as appropriate
Other authorities (see 2 g): as appropriate

Strong interpersonal and communication skills are essential to perform this position competently.

Agree  ------------
4. Decision Making (Includes Judgement & Problem Solving)

The CAO / Clerk acts as the Chief Administrative Officer for the Municipality. The elected Council has the ultimate authority. The CAO/ Clerk is in attendance for all major operational decisions. Major decisions will require the approval of Council. The CAO/ Clerk makes recommendations to Council for their approval re Municipality policies and procedures. The CAO/ Clerk makes many minor operational decisions independently on a daily basis.

Judgement is required:
- to prioritize the many projects & tasks in process at any time and assign appropriate resources to ensure deadlines and quality targets are met
- to provide technical guidance and assistance to supervised staff
- to deal with members of the public, Council and staff

The CAO/Clerk is required to solve many complex and varying problems. Often the problems require detailed analysis and research. Data must be collected from various sources. Projects often will take weeks or months to complete. Often problems must be solved and recommendations made autonomously.

Agree

B – POSITION SPECIFICATIONS (QUALIFICATIONS & SKILL)

To perform the CAO/Clerk position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under “3. Interpersonal Skills”. This will involve taking seminars, courses and reading current publications.

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation but have compensating work experience.
1. **Formal Education and Training**  
   *Minimum required:*  
   Community College Public Administration diploma or University degree or equivalent  
   Secondary School diploma - ( Grade 12 )  
   Willingness to obtain CPR, First Aid, WHMIS and any required certificates as per policies and procedures.  
   Valid Driver’s Licence

   *Minimum Designation required: AMCT or CMO and CEMC*

2. **Work Experience**

   - Experience in a municipality: Eight
   - Senior position in a municipality: Four

3. **Communication & Interpersonal Skills (Includes Written & Oral)**
   - Ability to express themselves concisely and precisely in writing
   - Ability to express themselves concisely and precisely in orally one on one or in large groups.
   - Good at public speaking.
   - Ability to present information clearly to council and at public hearings (as required).
   - Ability to project a professional appearance and image to the public, at all times.
   - A person performing this position must be cautious in relaying municipal information to the public. Discretion must be used to concur with Rules of Conduct in the Personnel Policy

4. **Motor Skills**
   - Manual motor skills are required to operate a keyboard, to adequately perform the duties of CAO/ Clerk.
5. **Other Key Skills (Excludes Communication and Motor Skills)**

- Strong interpersonal skills including negotiating and conflict resolution.
- Strong leadership skills.
- Strong meeting chairman.
- Strong time management skills.
- Well organized.
- Ability to work in fast paced environment under pressure and meet deadlines.
- Ability to analyze & research complex problems and recommend appropriate solutions
- Working knowledge of municipal accounting.
- Ability to operate in a computerized environment.
- Knowledge of corporate management, planning and municipal finance.
- Knowledge of Human Resource function.
- Knowledge of the Emergency Management Act
- Knowledge of Water Resources Act and Regulations.
- Knowledge of the Health & Safety Act
- And Knowledge of any other applicable Acts.
- Be available for contact by cell phone and pager

Agree  """

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C – WORKING CONDITIONS & EFFORT

1. **Physical Environment & Effort**

   The CAO/Clerk is required to attend evening and weekend meeting and events.
   Overtime is expected. Often the workweek is 50 plus hours.
   The physical working environment is comfortable, normally indoor in an office or meeting room.

   Agree  """

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2. **Mental Environment & Effort**

   The mental strain resulting from the work of the CAO/Clerk is considerable and constant.
   There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. The CAO/Clerk is required to speak publicly often. Problems to be addressed are complex and varied.

   Agree  """
I have reviewed the above job description and initialed each section indicating my agreement. It is accurate and complete except as I have noted at ____________________

Name CAO/Clerk ____________________ Signature ________________

Date: ____________________

I have reviewed the above job description and ticked off each section indicating my agreement. It is accurate and complete except as I have noted at ____________________

Direct Supervisor ____________________ Mayor ____________________ Signature ________________

Date: ____________________