

THE CORPORATION OF THE TOWNSHIP OF FARADAY

JOB DESCRIPTION

1. **POSITION**

Clerk-Treasurer, Community Emergency Management Coordinator

2. **REPORTING RELATIONSHIP**

Reports directly to the Municipal Council.

3. **SCOPE OF POSITION**

Complies with all relevant legislation, by-laws, resolutions, decisions and directions of Council.

Fulfills the statutory, operational and advisory duties of the position within the guidelines and authority of the legislation and policies.

4. **RESPONSIBILITIES**

4.1 **Municipal Clerk**

4.1.1 Performs the statutory duties of the Municipal Clerk under The Municipal Act and other Acts of the Provincial Legislature.

4.1.2 Drafts by-laws, resolutions and minutes for Council consideration; conducts necessary research and obtains legal advice, when required, to provide appropriate background materials, staff reports and other relevant information.

4.1.3 Processes responses from Council, oral and written, on behalf of Council.

4.1.4 Provides oral and written reports to Council and the public on a variety of municipal matters.

4.1.5 Prepares various statistical reports and responds to requests for information that may be required by the Federal, Provincial Governments or other local Government bodies.

4.1.6 Coordinates the implementation, administration and evaluation of Council policies; develops appropriate procedures in support of the decision-making process.

4.1.7 Interprets by-laws, resolutions and policies to interested parties; maintains a tactful relationship with the media to provide factual information; provides information on special events or issues of the municipality.

4.1.8 Coordinates responses to planning activities as required under the Provincial Planning Legislation and Ontario Land Tribunal requirements that are required to be performed by the Clerk.

4.1.9 Acts in the capacity of Returning Officer and is responsible for the preparation and management of Municipal, School Board and related Elections in accordance with the legislation.

Provides for the administrative continuity of municipal services following municipal elections and during the early stages of the incoming Council's operation to minimize disruptions; provides orientation for new Council members.

4.2 Treasurer

4.2.1 Performs the statutory duties of the Municipal Treasurer under The Municipal Act and other Acts of the Provincial Legislature.

4.2.2 Advises Council of available Federal/ Provincial grants and criteria required in order to make application; makes inquiries to appropriate body and prepares the required documentation in support of the funding application(s).

4.2.3 Provides advice and assistance to Council in the preparation of the operating and capital budgets including procedures for interim levies, borrowing and banking arrangements, as well as the management of the financial resources and the establishment of controls and reporting procedures; prepares the required departmental budgets in consultation with the respective Department Heads.

4.2.4 Provides regular reports to Council on the budget performance and other financial accounting system documents.

4.2.5 Prepares year end closing and adjusting journal entries.

4.2.6 Coordinates the annual audit process with the Municipal Auditor.

4.2.7 Shares responsibility with Department Heads for the purchasing function; ensures equitable and effective tendering procedures are observed in accordance with the municipal purchase policies/by-laws.

4.3 Tax Collection

4.3.1 Manages the tax system in accordance with The Municipal Act and related legislation; coordinates the preparation of tax billings, payments, and penalty.

4.3.2 Sets up and controls accounting transactions for all residential and business taxation.

4.3.3 Ensures that all documentation and accounting procedures are completed for municipal tax sales under The Municipal Tax Sales Act.

4.4 Other Responsibilities

- 4.4.1 Performs the duties of the Community Emergency Management Coordinator (CEMC) in accordance with The Emergency Management and Civil Protection Act and any other related Act.
- 4.4.2 Recommends the hiring/firing of personnel to Council in accordance with related Legislative and Council policies.
- 4.4.3 Manages staff in a unionized environment.
- 4.4.4 Maintains knowledge and skill by taking part in training opportunities offered through various associations, conferences, seminars, webinars, briefing sessions and selected readings, as may be appropriate.
- 4.4.5 Performs other duties as may be assigned by Council.

5. WORKING CONDITIONS

Work is conducted in public office conditions with a high public profile.

Work is subject to interruptions to provide advice and information.

Work is subject to deadlines and shifting priorities of Council and public demands.

Office hours are standard (35 hours/week).

Extra hours required for Municipal Election purposes, peak periods or special meetings of Council outside the usual times.

6. CONFIDENTIALITY

The Employee acknowledges that in the course of performing and fulfilling his/her duties hereunder, he/she may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Employer and of the Municipality's ratepayers, and that the disclosure of any such confidential information during his/her employment or at any time thereafter, except in the proper course of his/her duties or with the express written permission of the Employer, would be highly detrimental to the interests of the Employer. The Employee further acknowledges and agrees that the right to maintain the confidentiality of such information constitutes a proprietary right which the Employer is entitled to protect. Accordingly, the Employee covenants and agrees that she will not disclose any such confidential information to any third party, nor shall he/she use the same, except as required in the proper course of his/her engagement hereunder, and that after her employment ends, he/she shall not disclose or make any use of any confidential information acquired in the course of his/her employment.

7. IMPACT OF ERROR

Error in analysis, judgement and in the rendering of advice could lead to inequitable and illegal policy and by-laws resulting in severe legal ramifications and unfavourable public relations reflecting directly on Council.

Error in financial policy development or advice to Council and others could lead to considerable embarrassment to Council or serious financial repercussions.

Errors in performing operational duties such as preparing budgets and tax rates, collection of accounts and investing funds could result in a major financial crisis.