

Corporation of the Township of St. Joseph

JOB DESCRIPTION

Job Title: Clerk / Administrator
Department: Administration

Date: January 20, 2010
Job Classification: 38

PRIMARY FUNCTION:

- To manage the day to day operations of the municipal administration office; and
- To ensure the recording and retention of all council meeting minutes, by-laws and proceedings in accordance with the requirements of the Municipal Act and other provincial legislation, perform other duties required by the provisions of the Municipal Act or other provincial legislation, and perform such other duties as are assigned by the Council; and
- To coordinate the affairs of the municipality for the purpose of ensuring the efficient and effective operation of all departments.

REPORTS TO:

- Council

DIRECTION EXERCISED:

- Municipal Administration Office Staff, By-law Enforcement Officer, Livestock Valuers, and Fence Viewers.

MAJOR EQUIPMENT:

- Computer and Computer Accessories
- Office productivity software
- Other office equipment

RESPONSIBILITIES:

- Co-ordinates civic administration in accordance with the policies and plans approved and established by Council
- Compiles information and provides recommendations and advice to Council on municipally related matters
- Develops policies for consideration and adoption by council and ensures implementation of adopted policies by all departments
- Co-ordinates the preparation of plans and programs to be submitted to Council by various departments for the construction, maintenance, development and improvement of civic properties, facilities and services
- Co-ordinates and ensures the implementation of all policies and programs approved by the Council
- Compiles, considers, prepares and presents to the Council for adoption recommendations arising from the department heads, and with the advice and assistance of the Municipality's Solicitor when required, proposes bylaws and resolutions to give effect to such recommendations as are adopted by the Council
- Drafts by-laws and resolutions for Council's consideration
- Co-ordinates and assists in the development and submission of funding applications
- Participates in the hiring and administration of staff.
- Attends all Council meetings with the right, with the consent of the presiding officer, to speak, but not to vote thereat
- Ensures the recording, without note or comment, all resolutions, decisions and other proceedings of Council, local boards and committees; and if requested by any member present at a vote, records the name and vote of every member on such matter or question

Corporation of the Township of St. Joseph

Clerk / Administrator

Responsibilities – cont'd:

- Keeps the originals and/or copies of all by-laws and of all minutes of the proceedings of Council
- Conducts elections in accordance with legislated requirements
- Ensures fulfillment of administrative services as contracted by the municipality
- Responsible for administrative liaison with municipal committees, local boards and agencies, other municipalities, the Provincial and the Federal Governments; and
- Without limiting the foregoing, performs all other duties from time to time assigned by Council.
- Shall undertake one position-related learning experience each calendar year.

QUALIFICATIONS:

- AMCTO Municipal Administration/Municipal Management Diploma(s) and/or Certified Municipal Officer (CMO) Accreditation
- College diploma or University degree in related field
- Minimum 5 years experience in municipal management
- Computer literacy
- Ability to be bonded