

Township of St. Joseph
Clerk-Administrator

Duties and Responsibilities

The Clerk-Administrator position entails a wide variety of functions including the development of policies and procedures, conducting research, drafting by-laws and resolutions, formulating recommendations and providing guidance and advice to senior staff and Council, records management, conduct of municipal elections, public information and communications, customer service, coordination of staff training, development and supervision.

In order to accomplish these functions, the successful candidate will be required to:

- Develop and promote a strong working relationship with Council and staff, and understanding of the role distinction of Council and management,
- Oversee the day to day operations and directly supervise staff of the municipal administration office,
- Attend regular and special meetings of Council, and committee meetings upon request (most Council and committee meetings are held in the evenings),
- Prepare and organize the agendas for Council meetings and public hearings and ensure same are delivered to Council members and posted publicly in accordance with the provisions of the municipality's procedural by-law,
- Prepare the resolutions and by-laws for meetings of Council, and committee meetings upon request,
- Monitor, evaluate and recommend changes to municipal policies and programs to ensure ongoing relevancy and effectiveness,
- Recommend to Council new initiatives, changes to programs/services, and/or changes to organizational structure that will improve efficiency and service delivery,
- Develop appropriate communication procedures to ensure all employees are informed regarding the policies and directions of Council,
- Monitor the implementation and execution of all Council adopted policies and decisions by responsible departments to ensure compliance and coordination,
- Prepare, circulate and post the minutes of Council meetings,
- Prepare official correspondence on behalf of the municipality and Council,
- Ensure the records of the municipality are retained in accordance with applicable legislation,
- Complete all documents, agreements, and contracts approved by Council,
- Respond to public requests, inquiries and/or complaints, while ensuring a high standard of service to ratepayers and citizens,
- Conduct municipal elections,
- Provides administrative services as may be contracted by the municipality including management and administration of a social/seniors housing project,
- Delegate tasks as appropriate.

Additional Qualifications

The Clerk-Administrator should be competent in the following areas:

- Technical - Knowledge of municipal administration, financial management and municipal law, including land use planning legislation.
- Communication - Ability to express him/her self clearly both orally and in writing, and to plan and deliver presentations that make a positive impact.
- Analytical/Problem Solving - Ability to use a logical and systematic approach, anticipate the implications and consequences of a situation and recommend appropriate action.
- Leadership - Ability to work cooperatively with Council, staff and representatives of other organizations to produce innovative solutions, partnerships, policies and procedures; and delegate responsibilities and coach other staff to further develop their capabilities.
- Managing Change - Ability to initiate, sponsor and implement change when needed to improve the effectiveness, and help others successfully manage change.
- Goal Orientation - Ability to focus on desired results and set challenging goals.

Benefits

This position offers many benefits, including:

- A competitive salary and an attractive benefit package that reflects your level of experience,
- Ongoing professional development support,
- An opportunity to extend your skills and experience in a small but progressive community with an annual budget of approximately \$3 million.
- An opportunity to live and work in a small town/rural Northern Ontario setting which offers a multitude of quality outdoor recreational opportunities.