

Chief Administrative Officer/Clerk

Township of Georgian Bluffs

Task List – January 14, 2015

Summary: Provides effective advice and support to Council in development and implementing policy, strategy and objectives. Provides effective leadership to the management and staff of the Township. Directs the human, financial and physical resources of the ownership to ensure directives of Council are carried out. Fulfills and discharges all statutory obligations of municipal Clerk and services as procedural advisor on governance and conflict.

Department: Corporate Services

Reports to: Council

Management

1. Ensures the efficient, economical and effective organization and administration of all departments, boards and commissions as determined by bylaws.
2. Ensures the effective and efficient implementation of Council policies and programs and corporate compliance with all relevant statutory and regulatory requirements.
3. Ensures general financial control over all departments and the administrative aspects of boards and other bodies connected to the Township are observed.
4. Leads the management team in developing and implementing a long term plan to achieve Township plans and priorities.
5. Coordinates and directs the preparation of plans, programs, and viable policy alternatives for submission to Council for the development and improvement of corporate property, resources, facilities and services.
6. Develops an implementation plan to respond to economic development and tourism concerns and initiatives in the Township.
7. Ensures the administration of budgets following their adoption and subject to approval of Council.
8. Directs periodic review of the organization's structure, initiates organizational, management and communication changes and reports the outcome of these reviews to Council for approval.
9. Submits to Council on a regular basis an analysis of progress in achieving objectives established in the strategic plan along with recommended modifications.
10. Develops and implements operating reporting systems to ensure all systems are **property** interpreted and administered by management.
11. Recommends procedural and organizational changes to committees and Council and its committees.
12. Establishes positive liaisons with business community, other boards, authorities and upper levels of government and acts as spokesperson for the Township.
13. Review any committee concerns prior to placement on Council agenda
14. Develops an effective communications plan.
15. Performs the statutory duties of Municipal Clerk as set out in the Municipal Act and other related acts and regulations.
16. Is Registrar for the Township of vital statistics, deaths, birth registrations, burial permits and records plot purchases.
17. Fulfills the requirements of the Clerk under the Drainage Act, Livestock, Poultry and Bee Protection Act, Pounds Act and Line Fences Act.

- 18. Ensures compliance with FMIPPA
- 19. Ensures there is a process in place to deal with emergency planning and response.

Council Support

- 20. Attends Council and committee meetings to provide advice and implement resulting actions.
- 21. Interprets all Council decisions to ensure policies are effectively administered and implemented
- 22. Reviews drafts of all bylaws and resolutions and submits recommendations of same to Council and/or committees.
- 23. Keeps Mayor and Council apprised of issues and developments on an operational and/or political nature relating to Township interests.
- 24. Communicates and liaises with Mayor, Council and public on all administrative matters required.

Policy and Planning

- 25. Consults with department heads to facilitate the development of a management team to examine policy issues and coordinate inter and intra departmental activities.
- 26. Organizes, compiles, and considers and presents recommendations to Council arising from departmental operations which require approval and proposes resolutions or bylaws arising from such recommendations.
- 27. Ensures requirements of the Planning Act related to the official plan amendments, zoning bylaw amendments, consents and subdivision agreements are implemented.
- 28. Ensures a manual of policies and procedures are produced, distributed and maintained.

Clerk

- 29. Is Chief Returning officer for municipal elections and conducts municipal and school board elections.
- 30. Drafts general Council correspondence and is signing officer for the Township
- 31. Manages public documents and oversees record retention under the Clerk's control and other corporate files, correspondence, memoranda, reports, etc.
- 32. Keeps up to date on relevant legislation and regulations

Supervision

- 33. Conducts annual performance review for all assigned staff.
- 34. Supervises department heads, and Corporate Services personnel (i.e. Deputy Clerk; Human Resources)
- 35. Develops and administers an organizational and individual performance management system.
- 36. Ex officio of staff selection committees.

Other

- 37. Complies with policies and procedures of the municipality.
- 38. Completes other duties assigned by Council.
- 39. Follows all related Health and Safety policies and procedures.

Skills & Knowledge

- 40. A combination of formal training, education and successful working experience in municipal/public administration in a senior executive role for a minimum of 7 years.
- 41. Strong working knowledge of the Municipal Act, Municipal Elections Act, Vital Statistics Act, Cemetery Act, MFIP Act, records retention, Drainage & Tile Drainage and impact on the agricultural community, municipal bylaws.

42. Excellent public speaking, listening and writing skills dealing with complex strategic and technical information.
43. Good working knowledge of provincial legislation and policies that affect municipal government and sound knowledge of contemporary operating systems and procedures
44. Good knowledge of provincial legislation and policies as they apply to land use planning and development.
45. Ability to motivate staff and manage for results
46. Ability to influence and shape the actions of others
47. Well-developed skills in long term planning, goal setting and establishing priorities
48. Demonstrated ability to develop innovative and creative responses to complex issues.
49. Proven record of effective team building and skills in delegating.
50. Strong leadership skills and ability to manage change effectively.
51. Ability to work with tact and discretion in a political environment
52. Excellent networking skills
53. Good report writing skills

