

THE CORPORATION OF THE VILLAGE OF OIL SPRINGS

POSITION DESCRIPTION

Position: Clerk Treasurer Reports to: Village Council

Department: Administration Effective Date: September 2017

Positions Supervised: Road Superintendent
Deputy Clerk

Through Road Superintendent: Labourer(s)

Position Summary:

Administrative responsibilities for the Village include ensuring through staff that all statutory responsibilities and Council policies and decisions are carried out according to recognized standards. That services are provided to the public efficiently and responsively. Provide special inputs and assistance in the financial and planning areas. Act as representative of the Village with the media and other bodies and to ensure that Council has all information and advice necessary to make informed decisions.

Principal Responsibilities:

1. Directs all municipal administration for the Village, ensuring activities in all departments and other pertinent bodies are carried out in accordance with legislation and Council policies, advising Council on a wide range of issues, communicating Council decisions to staff, following up to confirm proper implementation of decisions and keeping Council informed of trends and developments that can affect municipal operations.
2.
 - a) Develop programs and policies for submission to Council, justifying proposals at Council meetings, writing policy statements, formulating and communicating procedures to implement approved items.
 - b) Interprets policies and Council decisions for staff, the public and other bodies.
 - c) Maintains and updates various municipal policy manuals, integrating policies from all appropriate sources.
3. Interprets for Council, staff, the public and other bodies all relevant Acts regulations, directives and other legislative items from the provincial and federal governments and their agencies.
4.
 - a) Compiles the Council meeting Agendas and distributes all necessary material on schedule.
 - b) Attends Council meetings, taking notes and advising Council on policy, administrative, legal and procedural matters, as requested.
 - c) Preparation of minutes, incorporating committee reports, following up on decisions and policies arising from meetings and answering all correspondence.
 - d) Ensures that agenda and minutes are typed and distributed in a timely manner.
 - e) Prepares by-laws, resolutions, agreements as required.

5.
 - a) Maintains good relations with media, community groups and individual citizens, answering questions and solving problems at any time during or after regular business hours.
 - b) Maintains liaison with planners, engineers/contractors, consultants, staff of other municipalities, provincial government ministries and agencies, utilities and all others interested in Village operations.
 - c) Represents the Village at meetings where the Municipality's interests may be affected, reporting back to Council on pertinent items as required.
6. Supervises directly or indirectly all staff by:
 - a) Participating in the recruiting and selecting of all staff.
 - b) Disciplining or participating in the discipline of Village personnel up to, and including recommending termination to Council.
 - c) Approving employee absences and vacation time.
7.
 - a) Directs the office staff in the operation of the Village's accounting system (payables, receivables, payroll, tile drainage loans, etc), the maintenance of financial records, journals and other related information and the production of reports and statistics.
 - b) In conjunction with other office staff, provide auditors with information and records.
8. Assist the office staff in the preparation of the annual budget with input from the superintendent of Public Works, verifying accuracy of budget figures.
9. Set the lower tier municipal tax rates.
10. Answer telephone and answer queries from ratepayers.
11. Carries out all statutory duties under the Municipal Act, Elections Act and a variety of other acts and regulations affecting the Municipality.
12. Carries out research projects on a variety of municipal topics as directed by Council or in response to potential issues, submitting reports with recommendations including costs/benefits to the Village.
13. Responsible for the compilation and maintenance of Village records, files, archives and associated documents, ensuring proper standards of access and confidentiality according to the Freedom of Information Act and other regulations.
14. Schedule meetings required under the Drainage Act. Send out the required notices and prepares by-laws as required under the Drainage Act.
15. Ensures the timely billing and collection of municipal taxes and water charges, and the provision of information on the tax status of properties.
16. Calculates and applies for available provincial and federal grants applicable to the Village, working with engineers and others when necessary.
17. Draws up and circulates request for proposals and tenders for contractors' services, equipment and supplies, reviewing submissions and advising Council regarding vendors and bids as requested.
18. Maintains an up-to-date knowledge of all acts, regulations, directives, policies, statistics, trends and all other material which could affect the Village operations and growth.

19. Must abide by all rules of confidentiality.
20. Acts as Lottery License Officer and Election Returning Officer
21. Provides support and advice to staff as needed.
22. Acts as Secretary Treasurer for the Cemetery Board, Parks and Rec/Garden and Trail Committee, and Joint Fire Commission and keeps all records pertaining to books. Acts of Secretary Treasurer for Committee of Adjustment for all Planning/Zoning applications. Prepare all minutes and agendas for all committees including council meetings
23. Accepting payments for water, taxes, issue dog licences etc.
24. Responsible for payroll, T4's, Employee records etc.
25. Carries out other duties as assigned.

Minimum Qualifications:

1. University degree or College diploma in public administration or business; and/or an equivalent combination of education, training and experience.
2. Graduate of the Municipal Administration Program. A professional designation from the Association of Municipal Managers, Clerks and Treasurers of Ontario would be considered an asset.
3. Minimum five (5) years' experience in municipal administration.
4. Thorough knowledge of requisite Acts, regulations, policies and guidelines such as the Municipal Act, 2001, Planning Act, Elections Act, Drainage Act, Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act, Vital Statistics Act.
5. Working knowledge of municipal functions and responsibilities, municipal legislation, procedures and practices.
6. Strong communication and public relations skills with people inside and outside the Village.
7. Computer proficiency in all Microsoft Office programs.
8. Excellent time management and multi-tasking skills.