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**TOWNSHIP OF NIPISSING**

**Appendix "A"  
By-Law 2022-13  
March 15, 2022**

**POSITION DESCRIPTION**  
*Full-Time Position*

<b>Position:</b> Municipal Administrator	<b>Date approved:</b> March 15, 2022
<b>Reports to:</b> Council	<b>Approved by:</b> By-Law 2022-13
<b>Position #:</b> 2021-A001	<b>Revision date:</b> Draft #1

**POSITION SUMMARY:**

The Municipal Administrator is the most senior management position and as administrative head of the municipality, is responsible to Council to administer the business affairs of the community in accordance with the policies and plans established and approved by Council.

Provides the leadership required to ensure that departmental objectives are achieved in an effective and efficient manner. Provides Council with all relevant information necessary to make informed decisions, along with providing leadership for planning and executing a strategic vision that meets the current and future needs of the Municipality. Provides general direction of all municipal services to achieve an optimum use of human and financial resources. Oversees senior staff. Performs the statutory duties of the Municipal Clerk and the Municipal Treasurer positions. Performs the duties of the Alternate Community Emergency Management Co-Ordinator (CEMC).

**Major Duties and Responsibilities:**

**A. Municipal Administrator:**

- As principal advisor to Council, the Administrator is responsible for providing Council and its Committees advice concerning the feasibility, desirability and cost of proposed programs, policies and by-laws. Ensures that Council is provided with full background information and options on proposals under consideration to facilitate good quality policy decisions.
- Works closely with the Mayor, Council, and the community to develop and update the Strategic Plan for the Township.
- Fosters teamwork and discusses corporate management matters with senior personnel and other staff to ensure the policy making process is supported by a high level of administrative coordination. Works collaboratively with all stakeholders across the municipality.
- Exercises general direction over all municipal operations, monitors, reviews and evaluates performance; takes corrective action as required. Sets expectations and monitors results at all levels, holding individuals accountable for results/performance while continuously stressing the importance of continuous improvement.
- Promotes the community, capitalizing on the unique local features. Identifying and engaging in development opportunities that enhance the future of the Township while respecting the fabric of

the community. Attends community events as required. Demonstrates behaviours that model and support the Township's aspirations and values and ensures its success.

- Creates a positive and constructive work environment. Coaches, mentors, and advises senior management on the effective utilization of their staff. Promotes the adoption of contemporary human resource "best practice" and ensures compliance with all necessary regulations.
- Oversees the annual operating and capital budget process and the administration of budgets approved by Council. Oversees the performance of all contracts and agreements entered into by the township, engages legal services when warranted for a dispute. Oversees and directs fiscal accountability ensuring that all Township finances are responsible, sustainable and well managed.
- Attends at all Council meetings to provide such advice and assistance as may be required by Council; arranges for the participation of staff, provincial representatives, and others as required.
- Point of contact for external communication with media and the private sector as required.
- Reviews any escalated by-law matters with the Municipal Law Enforcement Officer; engaging legal representation when required.

**B. Clerk:**

- Performs the statutory functions of Municipal Clerk as set out in the *Municipal Act of Ontario*.
- Coordinates the preparation of Council agendas, attends at all Council and Committee meetings, delegates others to attend meetings as required, and records resolutions and proceedings of Council in accordance with Council's established procedures and legislated requirements.
- Prepares draft by-laws and policies. Consults with the Township's legal counsel, as required.
- Responds to all correspondence as directed by Council.
- Serves as the Township's Commissioner of Oaths and Affidavits; Division Registrar of Vital Statistics, Line Fences and Wildlife Damage Compensation program.
- Validates all official documents and ensures the safe-keeping of municipal records.
- Responds and makes decisions on behalf of the Township under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Responsible for duties of the Information Steward. Responsibilities include how information is handled and stored for the municipality as well as who has read, write and copy access to information. The position involves compliance with provincial regulations and municipal by-laws including the Records Retention By-Law.
- As Chief Returning Officer manages municipal and school board elections and referenda in accordance with provisions of the *Municipal Elections Act*.

**C. Treasurer and Tax Collector:**

- Performs the statutory functions of Municipal Treasurer as set out in the *Municipal Act of Ontario*.
- Prepares the annual and capital budget submissions for Council.
- Provides financial information/assistance to local Boards in the preparation of their annual budgets.
- Provides budget progress/status reports to Council, departments and Boards/Agencies, as requested.
- Responsible for the proper administration of the accounts receivable/payables functions and maintenance of the general ledger.
- Develops and manages sound accounting procedures for the handling and posting of all cash receipts and banking operations.
- Receives and posts tax payments; receives tax payments and other revenues received by mail, in person, or electronically. Balances receipts and prepares bank deposits.
- Effects changes to the municipal tax roll. Prepares Tax Certificates.
- Monitors and initiates tax collection procedures as per provincial legislation and Township policies.
- Provides assistance, as required, to the Township's auditor by providing information and details required to perform the annual financial audit.
- Completes the annual Financial Information Return (FIR) and submits the report, ensuring legislated and ministry compliance.
- Maintains effective liaison with representatives of appropriate provincial ministries and agencies; maintains awareness of trends and issues and ensures all financial operations are in compliance with provincial standards and legislation.
- Oversees the financial performance of all contracts and agreements entered into by the Township; reports any shortfalls or discrepancies to Council.
- Maintains, updates and edits the municipal Asset Management Plan including reporting to provincial agencies and ensuring corresponding work within the Township Capital budgeting.

**D. Alternate Community Emergency Management Co-ordinator**

- Assist the CEMC with planning and implementing the annual exercise and required management group meetings.
- Assist the CEMC with maintenance of the Township's Emergency Plan and compliance with provincial requirements.

**Education/Experience/Skills:**

## Education:

- A university degree, college diploma in business or a related discipline or an acceptable combination of education and related experience.
- A designation of CMO or AMP from the Association of Municipal Clerks and Treasurers (AMCTO) preferred.
- Required to complete and maintain required training for the CEMC position including Basic Emergency Management (BEM) and Community Emergency Management (CEM) through OFMEM.

## Experience:

- Minimum five (5) years related experience.

## Skills:

- Excellent interpersonal and communication skills (oral and written).
- Tact when dealing with difficult and/or sensitive issues.
- Demonstrated leadership skills, problem solving ability, and sound managerial and administrative skills.
- Ability to build strong relationships across a variety of stakeholders. Negotiate and manage potential alliances and/or partners.
- Political acuity and a strategic orientation.
- Good working knowledge of the *Municipal Act of Ontario*.
- Good level of computer literacy.
- Sound business acumen. Customer-first orientation.

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**TOWNSHIP OF NIPISSING**

**POSITION DESCRIPTION**  
*Full-Time Position*

<b>Position:</b> Administrative Assistant – Deputy Clerk	<b>Date approved:</b> March 21, 2022
<b>Reports to:</b> Municipal Administrator	<b>Approved by:</b> By-Law 2022-13
<b>Position #:</b>	<b>Revision date:</b> Draft #1

**POSITION SUMMARY:**

This position provides secretarial and clerical services to the Municipal Administrator and other staff, as required. Assists with the overall administration of the Municipal Office. As Deputy Clerk, assist the Municipal Administrator and perform certain statutory duties of the Clerk's position, as assigned and in the absence of the Municipal Administrator.

**Major Duties and Responsibilities:**

**A. Administrative Assistant:**

- Act as Receptionist for the Township Office, respond to general enquiries and direct calls as necessary. Provide information, assistance and advice concerning municipal programs, policies and by-laws. Issues receipts for payment of dog licences, fitness centre membership and other licences and fines etc.
- Maintains the cemetery and animal control records.
- Receives, sorts and distributes mail on a daily basis.
- Issue Fire Permits in accordance with Township policy.
- Assist in the creation and preparation of the Township newsletters including printing and mailing.
- First contact person for the Township Office. Greeting and directing visitors and residents.

**B. Deputy Clerk:**

- Assists the Municipal Administrator and performs certain statutory functions of the Clerk, as assigned.
- Under the general direction of the Municipal Administrator, types agendas and minutes of Council and Committee meetings, by-laws, correspondence, reports, tenders and contracts when required.
- Provides copies of Council resolutions to ministries and individuals, as required.
- Responsible for maintaining the municipal filing system, indexes By-laws and catalogues Council resolutions.
- Commissioner for taking Oaths and Affidavits.
- Assists with the administration of the Municipal Office including issuing Fire Permits in accordance with Township policy and greeting guests.
- Assists the Municipal Administrator with the conducting of the municipal and School Board elections.

- In the absence of the Clerk, attends Council and Committee meetings to provide clerical support services and record minutes.
- Maintain the Township website to ensure currency of information, respond to inquiries and maintain compliance with accessibility legislation.
- Maintain and update the Strategic Plan which provides direction for economic, social and community development for the future.
- Assist municipal committees and boards, as required, for administrative tasks including supplies, repairs and capital improvement forecasts.

**Education/Experience/Skills:**

**Education:**

- A college diploma in Office Administration or an acceptable combination of education and related experience.
- Completion of the Primer on Planning course, or willingness to complete.

**Experience:**

- Minimum two (2) years related experience.

**Skills:**

- Good interpersonal and communication (oral and written) skills.
- Good level of computer literacy.
- Good level of general office clerical skills.
- Ability to read, write and communicate effectively in English.

**Working Conditions:**

Work is usually performed in a typical office setting with some travel and site visits required. Occasionally required to deal with difficult people. Frequent interruptions. This position is subject to deadlines.

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**POSITION DESCRIPTION**  
*Full-Time Position*

<b>Position:</b> Land Planning and Technology Administrator – Deputy Treasurer	<b>Date approved:</b> March 15, 2022
<b>Reports to:</b> Municipal Administrator	<b>Approved by:</b> By-Law 2022-13
<b>Position #:</b> 2021-A012	<b>Revision date:</b> Draft #1

**POSITION SUMMARY:**

This position has overall responsibility for land use planning services provided by the municipality and act as Secretary to the Committee of Adjustment. This position manages, operates and acquires updates to information technology components including but not limited to the maintenance of the Township website, functionality of company servers and computer equipment and required computer programs for all municipal departments. This position also supports the Treasurer, performing the statutory duties of the Treasurer in their absence.

**Major Duties and Responsibilities:**

**A. Planning Administrator:**

- Act as the Secretary to the Committee of Adjustment. This includes reviewing applications, circulation of meeting notices, scheduling meetings, taking minutes and preparing documents for the meetings.
- Follow up and finalize application process working with members of the community.
- Review and process applications for zoning By-law amendments, consent applications, Official Plan amendments, subdivision applications, etc. to ensure compliance with Township requirements and applicable provincial legislation.
- Provides information to community members and assists in locating alternative information for recommended programs and projects.
- Maintain active contacts with the relevant agencies at all levels of government and keep informed about economic and legal issues involved in land planning legislation and regulations.
- Assist in legislated updates to the Township Official Plan and Zoning By-Law when required.
- Assist and contribute to the development and updates of the Strategic Plan for the Township.
- Responds to inquiries in writing, in person and by telephone regarding land planning, zoning and pre-consultations for planning projects.

**B. Technology Administrator:**

- Maintains, updates and ensures compliance of the Township website with Accessibility for Ontarians with Disabilities Act (AODA) requirements and current Township information and events.
- Oversees and manages procurement of computer equipment requirements of all municipal departments. Monitors the efficacy of the server and computer components, including backup technology, and ensures continuity to business operations.

- Maintains and updates computer programs and software requirements for all municipal departments including CGIS, AVL system monitoring, fuel management software and administration programs.
- Manages and updates the municipally issued cell phones for all members of staff and Council, including ordering and negotiating agreements for updated technology as required.
- Coordinates with the Treasurer-Deputy Clerk for the capital infrastructure needs of the computer and technology component of all municipal departments.

**C. Deputy Treasurer:**

- Assists the Municipal Administrator and perform certain statutory functions of the Treasurer, as assigned.
- Assists the Treasurer with the preparation and distribution of tax billings semi-annually.
- Receive accounts payable, code for entry into the general ledger, enter into the computer system and generate cheques for signature. Attention to detail is essential.
- Receive and process payments for municipal taxes and accounts receivable in forms of cash, cheque, debit or electronically.
- Balance the cash regularly and prepare bank deposits as required.
- Respond to property owners' tax inquiries, payment inquiries and tax collection policy inquiries.
- Accept Shore Road Closing Applications, review for completeness and prepare for Council review.

**Education/Experience/Skills:**

**Education:**

- A university degree or college diploma in a related discipline or an acceptable combination of education and related experience.
- Completion of the Primer on Planning Course or demonstrated equivalent planning education course.
- Completion of the AMCTP Municipal Administration Finance Program is preferred.

**Experience:**

- Minimum five (5) years related experience.

**Skills:**

- Good interpersonal and communication (oral and written) skills.
- Excellent level of computer literacy.
- Good level of general office clerical skills.
- Ability to read, write and communicate effectively in English.