



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

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LARDERLAKE.CA

CHIEF ADMINISTRATIVE OFFICER/CLERK

The Chief Administrative Officer is responsible for the overall administration of the Township of Larder Lake in accordance with the policies and directives of Council. The CAO manages the day-to-day operations of the municipality, ensures quality in the delivery of programs and services to residents, and leads in creating an atmosphere of a positive and highly-engaged work environment. The incumbent is responsible for attending Council meetings, providing advice and expertise to Council, performing liaison functions and other duties as specified in legislation or by Council.

DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the nature and level of work being performed, but may not be an exhaustive list of all duties and responsibilities required for the position. Other duties and responsibilities may be assigned by Council or by the Mayor acting on behalf of Council or his or her designate.

- 1 Acts as the primary link between Council and staff to ensure that staff have appropriate input to Council deliberations, and that Council decisions and directives are understood by staff and implemented in a timely , effective and efficient manner;
- 2 Directs, coaches and motivates a team of municipal staff to manage the day-to-day operations of the municipality and deliver programs and services to residents in a manner that meets quality standards set by Council;
- 3 Maintains and is responsible for securing the safety and privacy of all employees personnel records and files;
- 4 Oversees the preparation of annual operations plans and the municipal budget, and once the budget is approved by Council works with the Treasurer and other staff to allocate funds and monitor expenditures and revenues to ensure financial accountability;
- 5 Works closely with Council to foster a positive working environment, promote effective communications, resolve problems and issues, and develop and implement strategies and policies to attract and retain qualified employees;
- 6 Oversees key aspects of human resources and management including recruitment and selection, training and development, employee engagement and performance management;

7 May delegate human resources, financial, property management, operational and administrative responsibilities appropriately to supervisors and other departments and agencies, and holds them accountable for results;

8 Prepares, authorizes and reviews tenders/contracts to ensure appropriate terms and conditions as well as completeness and accuracy, and with other appropriate staff members, oversees the administration of contracts to ensure contractor performance and compliance;

9 Prepares and reviews all annual leasing and maintenance agreements to ensure appropriate terms and conditions as well as completeness and accuracy;

10 Sees that all grant applications are prepared and reviewed (student employment programs, and follows through with a timely claimant application for funding as specified in the grant policy.

OTHER DUTIES AND RESPONSIBILITIES

1 Attends Council meetings, Committee meetings and other meetings as required by Council to keep informed of issues and participates in discussions on the strategic and operational direction of the municipality;

2 Ensures the relevant information is collected and that appropriate research, analysis and evaluation is conducted in order to develop policy alternatives, strategies and recommendations for the consideration of Council and Council Committees;

3 Provides advice and expertise to Council, including the identification of legal and financial implications of initiatives and the potential impact on staff and the community;

4 Participates in the preparation and drafting of new by-law amendments and takes measures to enforce them once in-acted;

5 Performs liaison functions between Council and citizens on administrative matters pertaining to by-laws, policies, or programs, Investigates and handles public complaints and concerns, and reports to Council as necessary;

6 Acts as a liaison between Council and other professional advisors (i.e. legal, engineering, accounting, etc.) and represents the Township in court actions;

7 Participates in discussions and works with officials from other municipalities, provincial and federal departments and other agencies or community groups on various initiatives to further the objectives of the municipality as directed and required by Council;

8 Develops new by-laws or by-law amendments, including researching and gathering information, consulting with legal counsel, preparing drafts for review by the relevant Committee, finalizing drafts to present to Council for approval, preparing motions for Councilors for readings, enacting amendments and consolidating them with the original by-law;

9 Along with the Mayor, signs agreements, contracts, deeds and other documents to which the municipality is a party when and as authorized by Council.

10 Ensure that all the statutory duties for a CAO are performed.

QUALIFICATIONS

- 1 University Degree or College Diploma in Business or Public Administration, Community Planning, or related discipline;
- 2 A minimum of 3 years' experience in municipal management or in a related field;
- 3 Equivalent combinations of education and experience may be considered.

CLERK

- 1 Ensures that agendas are prepared and distributed in a timely manner with the appropriate background information;
- 2 Ensures the minutes of Council and Committee meetings accurately reflect the proceedings and resulting decisions;
- 3 Ensures records, by-laws, and municipal documents are properly kept and maintained and that retrieval systems are in place for all important papers and documents;
- 4 Prepares briefs, correspondence, agreements and advertisements as well as other documents required to ensure the effective communication from Council to internal and external audiences;
- 5 Coordinate the compilation of notices that are included in mailings, publications in media, or posted on the Township website;
- 6 Reviews all by-laws and resolutions and provide recommendations to Council;
- 7 Ensure corporate compliance with all relevant statutory and regulatory requirements;
- 8 Ensures the statutory duties of the Clerk are performed including those of Election Returning Officer, and Commissioner of Oaths;
- 9 Performs other duties required by Council which are in keeping with the duties of this position.

OPERATIONAL SKILL

Familiarity with regulations regarding water and sewage handling and treatment and regulations for reporting to various government departments re water sampling and data collection on weekly, monthly and semi-annual and annual basis.

USEFUL ASSETS

The following job certifications, diplomas or memberships would be considered an asset for the position:

- 1 Standard First Aid and CPR Certificate;

2 WHIMS (Workplace Hazardous Materials Information System) Certificate

3 Completion of the National Advanced Certificate in Local Authority Administration (NACLAA)

4 Emergency Measures Certificate

KNOWLEDGE, SKILLS AND ABILITIES

1 Communication Skills:

- Superior communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, seek clarity in ambiguous situations, and prepare written communications that are clear and concise;
- Client service orientation, including the ability to consistently welcome visitors in a friendly, helpful and professional manner and respond appropriately to their inquiries, requests and concerns.

2 Interpersonal Skills:

- Teamwork and relationship-building skills including the ability to establish and maintain effective working relationships with peers, subordinates, Council members, residents, government officials, contractors/suppliers, business representatives and other stakeholders;
- Ability to negotiate and deal with diverse groups of people.

3 Political Skills:

- Knowledge of the Municipalities Act, and understanding of relevant legislation, policies, procedures, protocols, rules and regulations concerning the structure and functioning of municipal government;
- Knowledge of the Township's by-laws and understanding of the process and procedures for by-law development and amendment;
- Knowledge and understanding of the Township itself, including the social, economic and political environment and the development opportunities and the challenges facing the municipality;
- Knowledge of legislative requirements, policies and procedures relating to municipal budget preparation and administration;
- Knowledge of existing government sponsored economic development initiatives and programs as they relate to municipalities.

4 Research and Analytical Skills:

- Knowledge of the fundamentals of finance, budget preparations and adherence, project evaluation, marketing and legal processes;
- Analytical and problem solving skills;
- Strategic thinking skills, including the ability to identify risks and opportunities, and provide sound advice that contributes to well-informed decision-making;
- Ability to develop annual capital and operating budgets;
- Planning and organizational skills, including the ability to develop and implement realistic and relevant operational goals, objectives, priorities, practices and procedures.

