

## POSITION DESCRIPTION

**POSITION: TOWN CLERK/MANAGER**

**INCUMBENT:**

**ORGANIZATION: TOWN OF \_\_\_\_\_**

**DIVISION: ADMINISTRATION**

**LOCATION: \_\_\_\_\_, Newfoundland**

**DATE: \_\_\_\_\_**

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### **GENERAL ACCOUNTABILITY**

This position is accountable for the provision of support to the Council, in the planning, organization, coordination, control and direction of the total affairs of the town and acts in a Corporate Secretary role in accordance with policies and guidelines determined by Council under the provisions of the Municipalities Act.

### **STRUCTURE**

The position is the sole administrative position reporting directly to Council.

There are two (2) positions reporting directly to the Clerk/Manager. The duties and responsibilities of which are as follows:

Clerk Assistant: This position provides general clerical, switchboard, A/R, and secretarial support to the Clerk/Manager

Maintenance Persons: This position is responsible for the operation, maintenance and repair of all Municipal works, structure and equipment.

Each of these core positions may have staff (full time, part time and volunteers) that report to them.

## **NATURE AND SCOPE**

The Administrative arm of Council is responsible for ensuring that all the policies, plans, regulations, direction, control and activities of the town are carried out and for submitting to council proposals, recommendations and plans, including long range plans, for the efficient and orderly running and development of the town. In addition, it must provide an enforcement and regulatory service, and up to date, accurate and comprehensive financial accounting of the towns assets and liabilities as well as a comprehensive engineering, planning, public works, recreation , emergency measures and fire protection program which will satisfy the goals and objectives of council.

The Clerk/Manager is responsible for the planning, organizing, controlling and directing of the total affairs of the Town including administrative, financial, human resources, engineering, town planning, economic development, works services, recreation and fire department.

The Clerk/Manager is also responsible for:

### **Financial:**

The financial branch may be broken into two (2) broad categories, those directed toward the internal administration of Council business and those directed toward the public. In the first instance, the Clerk/Manager has responsibility for the preparation and presentation to the Council of statistical and financial analysis, budgets, investments, reports and financial statements. As well as ensuring proper accounting procedures internal and external controls. In the second category the Clerk/Manager is responsible for the receipt of monies and proper maintenance of records and accounts in a requirement to answer inquiries from the public regarding their accounts.

The Clerk/Manager as Director of Finance is responsible for planning, organizing and directing the town's financial program including the development of policy, programs, and support services to meet the Town's financial needs. The Clerk/Manager evaluates existing financial program and policy and where necessary develops new policies and programs. From a funding perspective, the position develops long term capital plans and the recommendation of projects to be funded under the towns capital program. The Clerk/Manager participates in determining which proposed capital projects should be approved, determines budgets, prepares reports and makes recommendations, as required.

The Clerk/Manager prepares the annual budget for presentation and approval of Council, prepares monthly financial reports for presentation and approval of Council and develops and administers short and long term investment programs.

The Clerk/Manager participates in various internal and external committees established to review various programs and the development of policies related thereto.

**Human Resources:**

The Clerk/Manager is responsible for maintaining the overall atmosphere of moral of all employees including union/contract negotiations and personnel grievances, payroll and recruitment.

**Engineering/Town Planning:**

The Clerk/Manager is responsible for managing a comprehensive engineering and maintenance program including building control, engineering technology, planning and development, development control, municipal enforcement, waste management.

**Recreation:**

The Clerk/Manager is responsible for the supervision of the town's recreation facilities.

**Economic Development:**

The Clerk/Manager is responsible for promoting economic development within the Town by developing economic development plans and initiatives, identifying potential economic development opportunities, promotion of development and advising council on all matters related thereto.

**Works Services:**

The Clerk/Manager is responsible for public works infrastructure, preventative maintenance programs and the coordination of capital works projects.

**EMO/Fire Protection:**

The Clerk/Manager is responsible for the coordination and supervision of a positive, creative, comprehensive emergency measures operation and fire prevention programs for the town.

**FREEDOM TO ACT/CONTROLS**

The Clerk/Manager has the ability to enter into contracts on behalf of Council. The Clerk/Manager also has the ability to spend a predetermined amount as set by council, however, in emergency situations the unapproved expenditure is unlimited.

The Clerk/Manager has the responsibility to maintain discipline with regards to department heads and employees.

The Clerk/Manager exercises a considerable degree of autonomy and independence within the guidelines of the Town and the Municipalities Act.

## **MAJOR CHALLENGES**

The Clerk/Manager is faced with the challenge of defining the roles and responsibilities of council vs staff. Another challenge is maintaining accurate and up to date financial information while conversing a professional manner to council, coworkers, citizens and suppliers.

## **CONTACTS**

- General Public
- Suppliers
- Contractors
- Other municipalities
- union
- auditor
- lawyer
- NLAMA
- NLFM
- FCM
- MTDC
- Municipal Affairs
- Regional Office
- Planning Office
- Municipal Assessment Agency
- Other Provincial Government Departs.
- Federal Government
- MHA
- MP
- Funding Agencies (HRDC, ACOA etc)
- Others (please specify)

Contacts are to provide advise, guidelines, explain and defend decisions, resolve disputes, motivates, negotiate and persuade.

## **COMMITTEES**

- Finance: Partake in the discussion and make recommendations on financial matters coming before the Town. Including preparing agenda, attending meetings, preparing Minutes and following up on approved items.
- Development: Review all development application including site visits. Prepare agenda, attending meetings, preparing Minutes, and following up on approved items.

- Recreation: Partake in discussion and planning of communities events and activities ie, winter carnival, Canada Day, etc. Set up meetings, prepare agenda , attending meetings, preparing Minutes and following up on approved items.
- Conservation: Partake in discussion and planning of conservation issues with the community and province. Set up meetings, prepare agenda attending meetings, preparing Minutes and following up on approved items.
- Sanitation & Waste: Set up meetings, prepare agenda , attending meetings, preparing Minutes and following up on approved items.
- Ambulance: Partake in discussion on issues as it relates to the community operated ambulance including employee and funding issues.  
Set up meetings, prepare agenda , attending meetings, preparing Minutes and following up on approved items.
- Joint Waste Disposal: Partake in discussion on issues as it relates to the joint operation of the waste disposal site. Set up meetings, prepare agenda , attending meetings, preparing Minutes and following up on approved items.
- Human Relations: Partake in discussion on issues related to personnel. Set up meetings, prepare agenda , attending meetings, preparing Minutes and following up on approved items.

**DIMENSIONS:**

Total Staff Supervised:

Total Number of staff:

Financial Resources:

1. Total Budget :
2. Operating Budget ( total budget - debt):
3. Special Project Budget (please specify):

Material Resources: (equipment, km of road, swimming pool, stadium, ski hill, soccer pitch, playgrounds, parks, km walking trails, wetlands, ballfields, curling rinks, library, tennis courts, golf course, sewer treatment plant, full water treatment plant, etc.)

Population:

Number of businesses:

Number of households:

Number of building permits:

Number of housing starts:

## **SPECIFIC ACCOUNTABILITIES**

1. Ensures the orderly and efficient maintenance of records of all meetings of Council by recording minutes of all meetings attended, overseeing the recording and transcribing of all minutes and recording all decisions of council as required by the Act.
2. Safeguards all records of the council by developing, maintaining, and supervising the use of an efficient and appropriate filing system.
3. Ensures high levels of staff competence and efficiency through the use of effective and progressive supervisory and evaluative procedures coupled with the use of appropriate training, retraining and disciplinary procedures as required.
4. Provides advice to Council by preparing and presenting as required recommendations, feasibility studies based on the review and analysis of available data.
5. Fulfills the role of office manager for all general office functions and staff by supervising all general office and other specific departments, arranging for the maintenance of equipment, maintaining a sufficient stock of office supplies, w/s supplies, coordinating the acquisition of the above and generally being responsible for the efficient functioning of the town.
6. Ensures the smooth and efficient operation of all meetings of council by ensuring that all members of councils are properly informed of the agenda for all meetings by assembling meeting kits, ensuring that all information and data that may have been requested by Council is available, (or determining whether it is available) and ensuring that Council chambers are properly stocked and any relevant equipment functioning properly.
7. Fulfills the requirements of the Municipal returning officer for all elections within the Town and conducted under the authority of the municipalities act by performing all functions assigned to such a roll by the Act and/or direction of Council.
8. Fulfills the requirements of maintaining the assessment role within the Town and conducted under the authority of the assessment act by performing all functions assigned by such a roll by the act. Oversees/coordinates assessment review and appeal hearings.
9. Other duties as agreed to by the incumbent and Council.

**WORKING CONDITIONS**

Incumbent is subject to:

- 10. computer glare
- 11. lighting conditions
- 12. ventilation
- 13. odors and scented products
- 14. dirt and dust
- 15. confined work place
- 16. chemicals
- 17. noise
- 18. cold and hot temperatures

Note: Indicate extent from low to high on a scale of 1 to 10 (10 being the highest).

**EDUCATION AND TRAINING REQUIRED FOR THE POSITION**

Completion of High School supplemented by a College level diploma in Business and a Certificate in Municipal Administration. Two (2) to three (3) years of related work experience, or any equivalent combination of education and training.

**APPROVAL INCUMBENT - INCUMBENT AND SUPERVISOR**

**ACKNOWLEDGED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(incumbent)

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Council)