

**THE CORPORATION  
OF THE  
TOWNSHIP OF CHAMPLAIN**

**JOB TITLE  
AND DESCRIPTION**

ADMINISTRATOR/CLERK-TREASURER

## CORPORATION OF THE TOWNSHIP OF CHAMPLAIN

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POSITION TITLE Administrator / Clerk-Treasurer

### JOB SUMMARY

The position of clerk and treasurer are statutory positions under the provisions of the Municipal Act. However, due to the pending retirement of the incumbent, the Municipal Council has amended this combined managerial position to include the responsibilities of Chief Administrative Officer of The Corporation of the Township of Champlain.

This new position of Administrator/Clerk-Treasurer is assisted by the office of Deputy Clerk/Economic Coordinator and is the principle secretary to the Administrator/Clerk. In addition, the Administrator Clerk-Treasurer is also assisted by the Deputy Treasurer. Special services to various departments. the administration office including of the Office of the Mayor is provided by the Executive Assistant.

The successful candidate will act as the senior policy advisor to the Municipal Council and coordinate, implement and ensure the application of all decisions of Council. This individual will also oversee, direct and supervise all Department Heads and is accountable for all municipal staff employed by the Township of Champlain including municipal volunteers. In addition to the role and duties assigned and directed by Council to this office, there exist statutory provisions which are delegated to this office under various provincial statutes (*for instance, under the Municipal Act, the Municipal Elections Act, the Planning Act, the Drainage Act, etc.*).

This position will also be responsible for the financial integrity of the Municipality and therefore a strong accounting and financial background is required in order to communicate and associate efficiently and effectively with accounting personnel. Also, this individual will be responsible for the proper application of the Public Service Accounting Board's (PSAB) requirement for the recording and amortization of tangible capital assets that will be in effect for the 2009 financial statement.

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**MAJOR ACTIVITIES AND RESPONSIBILITIES**

Reporting to the Chief Executive Officer (Mayor) and to the Municipal Council, the Administrator/Clerk-Treasurer must be a “hands-on” type of individual capable of completing tasks independently and who will be required to fulfill the following responsibilities:

- to act as the senior policy advisor for the Municipal Council and prepares appropriate reports and briefing documents for consideration by Council, its committees and for various government ministries;
- to prepare on all matters information or documents for consideration by Council including its Committees or quasi-judicial boards or commissions. For example, the preparation of municipal by-laws, tendering documents, reports on personnel issues, inter-municipal agreements, negotiation and drafting of contracts, major projects proposals, etc.;
- to ensure the integrity, the efficient and effective overall financial administration, the overall budgetary process including all taxation matters and their appropriate policies;
- to direct and supervise the activities of all Department Heads;
- to conduct meetings with various groups, special interest groups, individuals and ministry officials regarding a wide range of matters (*for example, to act as a facilitator for complaints, negotiation of development agreements and site plans, zoning and minor variances including other related planning issues, grant applications and their reporting, etc.*)
- to act as the Secretary-Treasurer of the Champlain Committee of Adjustment;

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**MAJOR ACTIVITIES AND RESPONSIBILITIES** (continuation)

- to act as the Secretary-Treasurer of the Joint Recycling Committee comprising two (2) additional local municipalities with respect to waste diversion activities;
- is the Returning Officer for municipal elections under the *Municipal Elections Act*;
- to ensure the implementation of all decisions of Council and to inform Council of all changes to provincial legislation, Ontario Regulations, government programs including their implications to the Municipality;
- to be accountable to Council for all municipal staff, volunteers and all contractual employees and agencies;
- to administer, determine and implement compensation practices approved by Council for levels 1 to 5 “category” municipal employees and to recommend to Council any increases in the rate of pay or structure for levels 6 and 7 municipal employees (Department Heads); and
- to administer other human resource management policies (hiring, progressive disciplinary action, health and safety policies, etc.).

**QUALIFICATIONS**

This most senior officer of the Township must be fluently bilingual and preferably in possession of the AMCTO designation or is recognized and/or certified by a provincial or national association(s) involved in municipal administration. This individual should possess a post-secondary education in public administration or similar related field of study(ies) and have a minimum of five (5) years experience in local government. The successful candidate must have a strong accounting and financial background.

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**COMMUNICATION SKILLS**

The Administrator/Clerk-Treasurer is required to have excellent communication skills for the purpose of preparing the various reports and documents for the Municipal Council including its committees, boards and/or commission including submissions to government ministries.

In addition, this individual is also required to have excellent presentation abilities for the purpose of meeting with government officials regarding various government programs.

This position will also require the aptitudes of an efficient communicator and be an effective facilitator in resolving conflicts between residents and Department Heads.

**IMPACT OF DECISIONS**

As the most senior policy advisor for Council, recommendations of the Administrator Clerk/Treasurer will impact on the overall organization, for example, recommending to the Municipal Council the re-organization or the establishment of a new department(s), the negotiation of contracts with local contractors or government agencies, discussions with area municipalities as to service agreements, etc. As such, analytical abilities are a necessary skill for this position for the purpose of determining future impacts the same will have on the Municipality based upon the recommendations made by the Administrator/Clerk-Treasurer.

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**SUPERVISORY RESPONSIBILITIES**

The Administrator Clerk/Treasurer, in addition to being a “hands-on” individual, will also be required to manage, delegate and motivate employees through the Department Heads or senior managers. In addition, the Administrator Clerk/Treasurer will have direct supervision of the administration and accounting staff of the Township.

The incumbent to the office of Administrator/Clerk-Treasurer must demonstrate and apply managerial, human resource management and administrative skills to properly and effectively direct, supervise and coordinate the various services offered by the Municipality.

**Number of full time employees under direction supervision:**

**15 Administration staff including Department Heads.**

**In addition, the Administrator Clerk/Treasurer directly oversees the operations of the Ontario Clean Water Agency with respect for four (4) municipal systems.**

**WORK PACE**

There are changing priorities, unexpected schedule changes, many conflicting demands and / or numerous urgent tasks for at least  $\frac{3}{4}$  of the time.

As such, the Administrator Clerk/Treasurer must have the ability to be an effective manager by establishing priorities and assuring that assignments are completed within a timely manner and within deadlines.

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**WORK ENVIRONMENT**

**Place of work :**

**Regular hours per week :**

Township Administration office

37.5 hours

In addition, the Administrator/Clerk-Treasurer will be required to work additional hours outside the planned weekly hours due to meetings of Council or committees, presentations to outside groups, attending seminars and conferences, etc. or as a result of conflicting demands during regular hours which prevent completing personal assignments.

Meetings, overtime, etc. – outside hours

5 - 10 hours

**KNOWLEDGE**

The position of Clerk-Treasurer is a multi-disciplinary area requiring broad and working knowledge of municipal operations including law, finance, public works, recreation, planning and organizational development in addition to further specialization in the field of local government. Also, this position requires a thorough knowledge of provincial statutes and applicable regulations that affect local governments and the ability to research and interpret such statutes and regulations.

As such, the academic knowledge required for this office is equivalent to a university degree in administration, accounting and/or human resources or combination thereof.

**EXPERIENCE**

A minimum of 5 years experience in a supervisor position in a municipal organization, including at the municipal clerk level, and AMCTO designation or equivalent certification. Also, a sound accounting knowledge in local government is important since the office of Treasurer assumes the total financial responsibility of the Township of Champlain.

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**COMMUNICATIONS**

- This job requires excellent verbal and written communications skills to:
- prepare reports and minutes, make presentations to council and committees;
- compose speeches or strategy papers, requiring selection of mode of expression for a specific target audiences;
- prepare complex submissions to government bodies;
- respond to the media, or editorialize the Corporation of the Township of CHAMPLAIN's position;
- facilitate sensitive or complex group discussions;
- make formal group presentations which require a high level of diplomacy;
- bridge ideologies between Department Heads and decisions of Council; and
- prepare specialized reports to government bodies and ministries, Municipal Council including verbal reports and occasionally presentations to ministry officials.

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**COMPUTER SKILLS**

The individual is required to have an excellent knowledge of word processing programs (Word Perfect or Word) in order to prepare personally various working documents or brief as required for the Municipal Council, committees including other public documents.

In addition, this individual is expected to have a strong accounting and financial background and therefore electronic spreadsheet software applications (Excel) will be needed. (budgetary process).

**PROBLEM SOLVING**

Municipal Council deals with a variety of issues and, as senior policy advisor, the Administrator/Clerk-Treasurer must have the ability to research, discuss and submit recommendations for action by Council including their impact and appropriate cost-benefit analysis.

This office must also be able to resolve sensitive issues with Department Heads, personnel matters, individuals, groups or special interest groups regarding decisions of Council.

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COMPENSATION FOR THIS POSITION

The Township Municipal Council has established and evaluated this position of “Administrator Clerk-Treasurer” with the rate of pay being as follows:

<b>COMPENSATION STRUCTURE ADMINISTRATOR / CLERK-TREASURER Effective January 1<sup>st</sup>, 2008</b>		
<b>Starting</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>\$ 83,296</b>	<b>\$ 95,743</b>	<b>\$ 108,202</b>

The current practice of the compensation structure is that the “mid-point” shall be the recognized maximum salary. However, the Municipal Council may increase the annual salary of the individual from the “mid-point” to the “maximum” based upon the skills, responsibilities and future performance of the individual.

In addition, the vacation structure has been amended for this office from the current policies for municipal employees. The weeks of vacations after the years of service are as follows:

<b>After one (1) complete year of service</b>	<b>Two (2) weeks vacation</b>
<b>After three (3) complete years of service</b>	<b>Three (3) weeks vacation</b>
<b>After ten (10) complete years of service</b>	<b>Four (4) weeks vacation</b>