

**THE CORPORATION  
OF THE  
TOWNSHIP OF EAST HAWKESBURY**

**JOB TITLE  
AND DESCRIPTION**

**ADMINISTRATOR/CLERK-TREASURER**

*As of July 5<sup>th</sup>, 2017*

**NOTE:** Document not available in French

# CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY

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## POSITION TITLE

**Administrator / Clerk-Treasurer**

## JOB SUMMARY

The positions of clerk and treasurer are statutory positions under the provisions of the *Municipal Act, S.O. 2001, as amended*. The office of a chief administrative officer is a non-statutory position.

The Municipal Council, however, has decided to re-structure these offices in order to allow for a better segregation of duties and responsibilities.

With respect to the statutory office of clerk, the Municipal Council has decided to separate this position from the combined position of “**Administrator/Clerk-Treasurer**” as a result of the pending retirement of the Deputy Clerk; however, the statutory responsibilities will apply to the office of Clerk. The initial responsibility of the newly employed Administrator Clerk-Treasurer will be to immediately initiate a search for the newly created office of Clerk for the Township of East Hawkesbury. Once this position has been properly filled the new position title will be amended to that of “**Administrator/Treasurer**”. The newly employed Administrator Clerk-Treasurer will be requested to review and to evaluate the current and complete administrative structure of the Township of East Hawkesbury for recommendations to the Municipal Council in order to improve the efficiency and the effectiveness of its operations.

As the Chief Administrator Officer for the Township of East Hawkesbury, the successful candidate will act as the senior policy advisor to the Municipal Council and will be required to co-ordinate, implement and to ensure the application of all decisions of the Municipal Council. This individual will also oversee, direct and supervise all Department Heads and is accountable for all municipal staff employed by the Township of East Hawkesbury including municipal volunteers.

As the Treasurer for the Township of East Hawkesbury the successful candidate will also be responsible for the financial integrity of the Municipality and therefore a recognized accounting designation would be an asset. However, in lieu of a recognized accounting designation, a strong accounting and financial background including appropriate computer literacy is required in order to communicate efficiently and effectively with accounting personnel including its external auditors. 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.

# CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY

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## **POSITION TITLE**

**Administrator / Clerk-Treasurer**

## **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 to prepare appropriate reports and briefing documents, with the assistance and in cooperation of the Department Heads, for consideration by Council including its committees and for various government ministries;
- To assist and to prepare appropriate documents on all matters 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 efficiency and the effectiveness of the overall financial administration, the overall budgetary process including all taxation matters;
- To direct and supervise the activities of all Department Heads;
- To conduct meetings with various groups, special interest groups, individuals and officials from various ministries regarding a wide range of municipal matters;

# CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY

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## **POSITION TITLE**

**Administrator / Treasurer-Clerk**

## **MAJOR ACTIVITIES AND RESPONSIBILITIES** *(continuation)*

- To assist or to be responsible for the 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; 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 be in possession of a municipal designation or is recognized and/or certified by a provincial or national association(s) involved in municipal administration.

As the Chief Administrative Officer, the 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.

As the Treasurer, this position will require either a recognized accounting designation or that the individual has an equivalent and recognized accounting knowledge in a similar position as a treasurer of a municipality. It is expected that the individual will have a strong accounting and financial background and is knowledgeable in various software accounting programs (Vadim) or is prepared to be trained on other accounting software programs for the Township of East Hawkesbury.

# **CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

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## **POSITION TITLE**

**Administrator / Treasurer-Clerk**

## **COMMUNICATION SKILLS**

The Administrator/Clerk-Treasurer is required to have excellent communication skills in both official languages.

The Administrator/Clerk-Treasurer communication skills are imperative 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 may also be 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 must also 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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## **POSITION TITLE**

**Administrator / Treasurer-Clerk**

## **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.

In addition, the Administrator Clerk/Treasurer directly oversees the operations of the Ontario Clean Water Agency with respect to three (3) different wastewater systems for each of the three (3) hamlet areas (*Village of Chute-à-Blondeau, the Village of St-Eugène and the Village of Ste-Anne-de-Prescott*). The Township of East Hawkesbury has no municipal water systems.

## **WORK PACE**

There are changing priorities, unexpected schedule changes and occasional conflicting demands and / or numerous urgent tasks. 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.

## **WORK ENVIRONMENT**

Place of work:

Regular hours per week:

Township Administration office  
Located at St-Eugène, Ontario.

35.0 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 other assignments.

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## **POSITION TITLE**

**Administrator / Treasurer-Clerk**

## **KNOWLEDGE**

The position of Clerk-Treasurer in a small municipality is a multi-disciplinary area which requires a broad and a general working knowledge of municipal operations including municipal law, finance, public works, recreation, planning and organizational development. Also, this position requires a reasonable 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 post-secondary education in administration, accounting and/or human resources or a combination thereof.

## **EXPERIENCE**

A minimum of five (5) years experience in a supervisor position in a municipal organization including a municipal or equivalent certification in this area of expertise would be a definite asset. However, a sound accounting knowledge is imperative since the office of Treasurer must assure the financial integrity of the Township of East Hawkesbury.

## **COMMUNICATION**

This job requires excellent verbal and written communications skills which are as follows:

- To prepare reports and to make presentations to Council and committees;
- To prepare submissions to government bodies;
- To respond to the media or to explain/rationalize the position of the Municipality;
- To facilitate sensitive or complex group discussions;
- To make formal group presentations which require a high level of diplomacy;
- To bridge ideologies between Department Heads and decisions of Council; and
- To prepare specialized reports to government bodies and ministries, Municipal Council including verbal reports and occasionally presentations to ministry officials.

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## **POSITION TITLE**

**Administrator / Treasurer-Clerk**

## **COMPUTER SKILLS**

The individual is required to have an excellent knowledge of word processing programs in order to prepare personally various working documents or brief as required for the Municipal Council, committees including other organizations and government bodies.

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

## **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 complete appropriate cost-benefit analysis.

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