



**Township of Emo**  
**Position Description**  
**CAO/CLERK and DEPUTY TREASURER**

**Position Summary:**

The Chief Administrative Officer is responsible for the strategic planning, development, coordination, and leadership in the delivery of services to the Township of Emo to meet municipal objectives, policies and plans as set out in enacted by-laws, resolutions and policies and at the formal request of Council.

The Municipal Clerk is responsible for ensuring that all matters requiring deliberation and decision by the duly elected Council of the municipality are properly brought before that body and the business of Council is recorded and enacted as prescribed by statute and governing by-laws. The Clerk carries additional responsibilities for vital statistics, FOIPPA, and licencing, and for facilitating planning activities.

**Direction Received:**

This position reports directly to Mayor & Council.

**Direction of Others:**

The following positions/personnel report directly to the Chief Administrative Officer/Clerk:

- Treasurer/Tax Collector and Deputy Clerk/Deputy CAO
- Public Works Superintendent
- Early On Coordinator
- Administrative Services Clerk
- Customer Services Clerk
- Contracted services/personnel (Fire Chief, Municipal Engineer, Economic Development provider, Planner and others as assigned by Council)

## **General Duties & Responsibilities:**

### **CAO Responsibilities:**

- 1) Provide leadership, supervision and management to all functional employees and department heads; promote cooperative/coordinated efforts between departments, hold subordinates accountable. Meet regularly with Department Heads to discuss matters of policy and procedure and assign responsibility for implementation and execution.
- 2) Provide regular reports on the operations, activities and status of programs and initiatives. Review and ensure Mayor and Council receive staff reports on agenda items that provide a background, technical analysis, alternative and recommendation sufficient for Mayor and Council to make an informed decision.
- 3) Attend all meetings of Council and, where necessary, any committee established by Council. Provide oral and written information and/or reports to council and the public, as well as information on a variety of municipal issues.
- 4) Responsible for developing succession plans for key municipal positions, monitoring the performance of Department Heads and reporting positions, ensuring accountability and performing annual performance evaluations with a report to Mayor and Council.
- 5) Co-ordinate and facilitate the flow of information between the administration and Mayor and Council and committees of Council. Act as a liaison between Mayor and Council and employees.
- 6) Working with the Treasurer coordinate the timely preparation and submission to Mayor and Council of the annual capital and operating budget, together with such recommendations and observations as are deemed necessary.
- 7) Working with the Treasurer monitor compliance with the Town's budget, and adjustments to approved budgets in accordance with policies approved by Council.
- 8) Working with the Treasurer, monitor for grants available from different levels of government that coincide with municipal maintenance and development projects.
- 9) Coordinate the implementation, administration and evaluation of policies that are determined by Council; and develop appropriate systems and procedures for supporting the decision-making process.
- 10) Develop with Council, a corporate strategic plan from which business plans for departments/divisions are then derived.
- 11) Prepare annual business plans covering each mandated service of the municipality detailing service standards, required resources, and performance measures.
- 12) Recommend for Council, the appointment and dismissal of department heads.

- 13) Reorganize departments of the municipality as may be considered necessary to fulfill the functional obligations to the municipality – major changes are approved by Council.
- 14) Develop and maintain liaison with individuals, officials, groups outside the municipality as necessary to carry out CAO responsibilities and promote the interests of the municipality, often including responsibility to coordinate, promote and manage economic development for community well-being and growth.
- 15) Maintain a tactful relationship with the media to attempt to ensure that it provides correct and factual information.
- 16) Initiate research and prepare informational and statistical reports as appropriate to respond to issues to come before Council and response to requests for information.
- 17) Work closely with the municipal solicitor to manage legal matters.
- 18) Coordinate administration of human resource policies and practices and health and safety programs for the Township.
- 19) Coordinate or lead asset management planning, implementation and maintenance.
- 20) Coordinate or lead emergency management planning and preparedness.
- 21) Monitor and periodically review efficacy of contractual agreements with vendors, professionals and service providers, and initiates renewals and RFPs accordingly.
- 22) Manage performance of contractual agreements with municipal engineering and economic development service providers.
- 23) Manage Water Treatment Plant contract and infrastructure funding applications. *(tentative)*.
- 24) Manage performance of contractual agreements for Chief Building Office and for Planner services. *(tentative)*
- 25) Assume statutory duties in absence of Treasurer/Tax collector.

**Clerk Responsibilities:**

- 1) Perform the statutory duties of the Clerk as set out in the *Municipal Act, 2001* and other applicable legislation.
- 2) Draft bylaws, resolutions and minutes for Council consideration; conducting necessary research and analysis and obtaining legal advice when required to provide suitable background information for debate, discussion and decisions by Council.
- 3) Direct preparation of Council and various committee/board agendas and organizing of background material, staff reports and other relevant information.
- 4) Process correspondence and communications, both oral and written, on behalf of Council.

- 5) Interpret bylaws, resolutions and policies to members of Council and to interested citizens; ensures that citizens are aware of the intent and content of Council decisions.
- 6) Coordinate land planning administration for the Township, including responses to planning activities as required by Provincial planning legislation and Ontario Municipal Board requirements that are required to be performed by the Clerk. Interacts and liaises with contracted Planning consultant.
- 7) Prepare for and manage municipal elections, and school board elections if required, as required in accordance with applicable legislation and in the capacity of Returning Officer.
- 8) Provide administrative continuity of municipal services following municipal elections and during the early stages of the incoming Council's term of office to minimize disruption.
- 9) Provide orientation to newly elected Councillors.
- 10) Manages Vital Statistics on behalf of the community and liaises with the Ontario Bereavement authority.
- 11) Commissions sworn affidavits and declarations as a Commissioner of Oaths in Ontario. Certifies true copies of original documents.
- 12) Responsible for reviewing applications for municipal licences and/or permits regulated by bylaw or provincial regulations (e.g., lottery gaming licences) for licence and/or permit issuance and monitoring for compliance.
- 13) Work closely with the Treasurer/Tax Collector to manage workload planning and delegation to the Administrative Services and Customer Services Clerks.

**Human Resources Responsibilities:**

- 1) Respond to all municipal employees regarding personnel issues and adherence to human resource policies and procedures
- 2) Manage the work and staff in the Township's administration office as well as those project staff members contracted by the Township as may be assigned by Council
- 3) Establish and participate in hiring processes for replacement of full time and temporary (part-time) employees.
- 4) Providing orientation to new staff and providing training and development opportunities so that staff can keep their skills and knowledge up to date.
- 5) Defining staff responsibilities and ensuring they are understood.
- 6) Ensuring annual performance reviews for all Township employees are completed.
- 7) Recommending to Council, necessary changes to the Township's HR Policy Manual.

### **Miscellaneous Duties**

Undertakes additional responsibilities as directed by Council.

### **Qualifications:**

- Post-secondary education in municipal or public administration or a related field.
- Previous management experience at a senior management level, preferably in a municipal organization.
- A.M.C.T. or C.M.O designation or willingness to obtain A.M.C.T. or C.M.O. designation post-employment.
- Knowledge of Microsoft Office applications, and advanced user skills in Excel spreadsheet applications.

### **Valuable Knowledge and Skills:**

- Knowledge of the *Ontario Planning Act, 1990* and related processes
- Working knowledge of municipal finances and accounting systems
- Organizational and analytical ability.
- Judgment, tact, public relations and communications skills.
- Ability to establish and maintain effective working relationships.
- Knowledge of provincial legislative, regulations and policies that affect local government.
- Understanding of legal, planning, and auditing processes.
- Familiarity with digital technology (GIS, GPS) and utilization of social media communications i.e.- website, Facebook, twitter, Snapchat, etc.

### **Working Conditions**

- This position requires a minimum of 40 hours per week. The Administration Office hours are 8:30am to 4:30pm Monday-Thursday, and 8:30 am to 4:00 pm on Fridays.

- Additional hours are typically related to attendance at Council meetings, Committee meetings, and meetings with other government officials as well as to attend to priority and peak demands.
- Area and regional travel may be required for in-person attendance at meetings with local and District municipal representatives.

Salary Range \$105,000.00 - \$134,952.00

If this position is of interest to you, please submit your resume in confidence to:  
**Wanda Steiner, President, Steiner Search Group** at [wanda@steinersearchgroup.com](mailto:wanda@steinersearchgroup.com).  
For additional information Wanda may be reached at 204-894-4009.

