

# TOWNSHIP OF JOCELYN

## POSITION DESCRIPTION

**POSITION:** DEPUTY CLERK TREASURER

**RESPONSIBLE TO:** CLERK TREASURER

### **SUMMARY OF FUNCTION:**

The Deputy Clerk Treasurer performs all duties as required by the Clerk Treasurer and shall do so in the absence of the Clerk Treasurer.

### **ORGANIZATIONAL RESPONSIBILITIES:**

**COMPETENCY 1:** Through participation in Strategic Planning, gives vision, meaning, direction and focus to the organization.

#### **Defined By:**

- Working collaboratively with the Council and under their direction to develop a Strategic Plan and with other staff to implement the operational plan.

#### **Demonstrated By:**

- Strong conceptual skills with which fundamental strategic issues and opportunities are addressed in the various services, programs and projects
- Strong understanding of political, legislative, environmental and macro-economic trends and how they might impact the Township
- Well-researched service issues, trends and opportunities along with regular and annual reports to Council demonstrating each service's objectives and outcomes along with recommendations to improve quality, service/program/project delivery effectiveness and efficiencies
- Properly administering and implementing the planning policies of the municipality
- Providing services and advice respecting short and long range planning and development

#### **Outcome:**

- **The operational/business plan is developed and implemented based on the approved Strategic Plan.**

**COMPETENCY 2:** In operational planning is able to think in terms of systems and knows how to lead a system.

**Defined By:**

- Recognizing and understanding the integration of the organizational system and the accountability for all components including physical and general operations, human resources, new and improved service development
- Adhering to the policies and directives of Council
- Recognizing opportunities for program and service expansion
- Ability to plan for and direct the ongoing development, implementation and maintenance of effective, efficient and high-quality organizational services, programs and projects

**Demonstrated By:**

- A leadership style capable of developing and sustaining a cohesive organization with high standards of performance
- Sound business instincts including analytical and evaluative skills
- Fulfillment of all responsibilities in accordance with the requirements of the organizational system including bylaws, standards, policies and applicable legislation
- An understanding of the variability of work in planning, problem solving and service delivery
- Coordinating civic administration according to the policies and plans approved and established by Council
- Coordinating and directing the preparation of plans and programs to be submitted to the Council for the construction, maintenance, development and improvement of civic properties, facilities and services
- Coordinating, directing and supervising the implementation of all programs approved by the Council
- Compiling, considering, preparing and presenting pertinent and inclusive reports to Council on a regular basis, of all relevant matters to the Council for adoption, recommendations arising from departmental operations
- Proposing by-laws and resolutions to give effect to such recommendations as are adopted by the Council, with the advice and assistance of the municipality's solicitor
- Attending Council meetings as a non-voting representative with the right to speak, with the consent of the presiding officer
- Performing the statutory duties of the Municipal Clerk and of the of the Municipal Treasurer under the Municipal Act and other Acts
- Managing the municipal elections as required under the Municipal Elections Act
- Maintaining zoning by-laws and the Official Plan, including providing required information and certifications
- Performing other related duties from time to time as assigned by Council
- Processing all documents and notices required under the Planning Act, including, conducting appropriate research and preparation of reports,

scheduling of hearings, preparation of decisions and minutes, monitoring notice and appeal periods

- Processing various documents and reports for Council by:
  - Conducting necessary research and analysis of findings
  - Organizing agendas, preparing background material and reports
  - Processing formal receipt and responses to correspondence
  - Preparing a variety of statistical reports
  - Responding to requests for information

#### **Outcomes:**

- Effective and efficient utilization of staff, technology and revenue
- Existing services continually improve demonstrating efficiencies, effectiveness and high standards
- The operational/business plan demonstrates processes to achieve mandated results of Council's Plan
- A high level of employee satisfaction is achieved and maintained

**COMPETENCY 3: Through Financial Management ensures deficit-free operations, financial efficiencies and effectiveness.**

#### **Defined By:**

- Determining resources required for efficient and effective operational systems and deployment of same
- Managing costs through increased efficiencies, through technology and through effective operational practices

#### **Demonstrated By:**

- Developing annual operating budget based on policies, procedures and guidelines and seeks approval
- Producing and submitting to Council of quarterly financial and operational reports for each service
- Utilization of resources in accordance with bylaws
- Analyzing and evaluating all services and overall operations
- Establishing and maintaining accounting systems
- Preparing, compiling and presenting to Council, the annual estimates of revenues and expenditures and the capital budget
- Exercising general financial control over all civic departments in accordance with approved appropriations
- Controlling all civic purchasing
- Submitting all accounts in statement form at meetings of the Council for approval

- Presenting at least quarterly to Council, reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures
- Timely reporting to Council of budget variances and rationale along with development and implementation of action plans to correct negative variances
- Controlling all civic financial investments
- Advising Council with respect to federal/provincial funding structures (eligibility criteria, cost sharing arrangements and enabling legislation, liaison with appropriate agencies, preparation of necessary documentation)
- Calculating grants receivable, including payments in lieu of property taxes
- Maintaining accurate payroll records, including remittances to Revenue Canada, Workplace Safety Insurance Board, etc., prepare Record of Employment as necessary and T-4s
- Appropriately managing the property tax system including:
  - Controlling all accounting transactions for property taxation
  - Calculating property taxes payable and effecting billings in accordance with annual tax rate by-law, including preparation of all tax bills
  - Balancing all tax accounts monthly and calculation of interest penalties
  - Receipting tax payments, issue receipts and postings of particulars to tax accounts
  - Preparing bank deposits
  - Implementing all changes to tax accounts resulting from assessment, budget and legislative changes, tax adjustments, abatements and write offs
  - Preparing supplementary tax bills
  - Calculating and recording cancellation, reduction and refund of property taxes as required by legislation
  - Preparing tax arrears listing, outstanding taxes and tax arrears notices to delinquents
  - Managing tax verifications and tax certificates
  - Conducting tax sale procedures as set out in legislation
  - Explaining the tax system to the public
- Managing annual financial responsibilities including:
  - Preparing year-end closing and adjustment journal entries
  - Coordinating the performance of the annual audit
  - Preparing year end reports as required
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**Outcomes:**

- The Township realizes deficit-free operations and maximum financial effectiveness
- The Township realizes appropriate cash flow for ongoing operations
- Residents gain a better understanding of the property tax system

**COMPETENCY 4:                    Creates a successful organization utilizing well developed leadership skills and abilities**

- Understands the purpose of the organizational system and its interdependencies and through this understanding, effectively manages and leads the organizational change process

**Demonstrated By:**

- The ability to work cooperatively and effectively with all people in the organization and the Council, all clients, government officials and the public
- The ability to nurture, develop and motivate talent within the organization that ensures high productivity, high quality work and excellence in customer satisfaction
- Understanding and compliance with applicable legislation impacting the organization
- Maintaining all computer systems and overseeing the implementation of the Community Access Program for public internet use

**Outcome:**

- Effective ongoing change within the organization that respond to customer needs now and in the future

**COMPENTENCY 5:                    Recognizes the value of people through effective Human Resources Management.**

**Defined By:**

- Understands relationships and is able to nurture relationships and to encourage others in the organization to form and nurture relationships
- Ensures appropriate recruitment, orientation, ongoing training and performance appraisals of all employees

**Demonstrated By:**

- Relationships with employees and Council are based on respectful listening, respectful treatment, and an understanding of trust and behaviour of people
- An understanding of the interdependence and interaction between systems, variation, learning and human behaviour
- Employees that are knowledgeable and experienced to meet the requirements of their positions
- Appropriately supervising all civic officers and employees in the performance of their duties
- Meeting with employees regularly for discussion of matters of policy approved by Council for coordination of all departmental activities

- Ongoing training that is promoted and provided based on an understanding of the variability of work in planning and problem-solving; how employees learn, develop and improve
- Carrying out performance appraisals in accordance with policy
- Advising Council of the appointment, employment, suspension or dismissal of any civic employee
- Positive/staff/management relations
- Understanding of and compliance with applicable legislation

**Outcomes:**

- Positive relationships with staff and Council
- Appropriate staff for the work required

**COMPETENCY 6:                      Understands and facilitates effective relationships with the Reeve and Councillors****Defined By:**

- Advises and recommends to Council new policies, operational plans and organizational objectives
- Communicates effectively with the Reeve and Councillors

**Demonstrated By:**

- Ensuring adequate preparation for and attendance at Council meetings and committee meetings, with appropriate delegation for attendance at meetings
- Ensuring that adequate resources, necessary materials and documents are available for Council and committee meetings
- A responsive manner with reports to Council on all relevant issues and topics including: operations, new policy requirements, recommended changes to new or existing services, emerging trends and potential service opportunities
- Positive, effective working relationship with the Reeve and Councillors
- Regularly communicating with the Reeve between Council meetings to ensure effective information sharing

**Outcomes:**

- Council is able to make informed decisions in a timely and proactive manner
- Effective working relationship and communication exists between the CLERK TREASURER and the Reeve and Councillors

**COMPETENCY 7:                      Effective external relations with local Boards and agencies, other municipalities, the provincial and**

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**federal governments and the residents of the  
Township of JOCELYN.**

**Demonstrated By:**

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Listening carefully to others
- Communicating in a respectful, professional manner
- Functioning effectively as administrative liaison with local boards and agencies, other municipalities, the provincial and federal governments
- Responding appropriately to general inquiries

**Outcomes:**

- Effective relationships are established and maintained
- The Township's business reputation continually improves

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Three to five years experience in a senior management or Clerk Treasurer level position
- Experience working with a Council or Board
- Ability to work independently; collaboratively as a member of a management team
- Excellent leadership skills and knowledge of relevant legislation
- Excellent organizational, time management, communications and interpersonal skills
- Proficiency utilizing various software programs including accounting and word processing programs and the general troubleshooting

**LANGUAGE SKILLS:**

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals and relevant legislation
- Be able to write complex reports and correspondence, including financial

and operating reports

**REASONING ABILITY:**

- Ability to apply good sense and understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to exercise sound judgement, reasoning and analytical skills

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working alone in the performance regular daily functions that are completed independent of others and through interaction with others
- Working collaboratively as a member of a group/team
- Pressures to meet deadlines and schedules

**ESSENTIAL DUTIES:**

- Manual dexterity – use of hands to operate computer and other work related office equipment