

Third Reading

No. 84-09

Council of the Township of Wollaston

Session 200

Moved by Burt Good

Seconded by Ron Earle

That a by-law to adopt new job descriptions @ Ao/Clerk
Treasurer & Admin Assist

As reported by the committee of the Whole be read a third time, passed and numbered _____ and that the said by law be signed by the Reeve and clerk, sealed with the seal of the Corporation, and be engrossed in the by-law book.

Carried _____

Second Reading

No. _____

Council of the Township of Wollaston

Session 200

Moved by Ron Earle

Seconded by Graham Blair

That a by-law to _____

Be read a second time and be referred to a committee of the whole council.

Carried _____

First Reading

Council of the Township of Wollaston

Session 200

Moved by Graham Blair

Seconded by Burt Good

That a by-law to _____

be received and read a first time.

Carried Dan McLean

The Corporation of the Township of Wollaston

By-Law 84-09 (Repeals by-law 57-09)

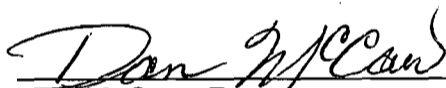
Being a by-law repealing By-Law 57-09 and adopting the new Job Descriptions for the positions of the CAO/Clerk, Treasurer/Deputy Clerk, and the Administrative Assistant for the Corporation of the Township of Wollaston. Whereas the Municipal Act 2001, Sections 228, 229, 286 provide for the describing of the various duties of management positions as may be necessary for the purposes of the Corporation.

AND WHEREAS The Council feels it is in the best interest of the Township to have an adequate way to maintain control over departments, all members of the management staff (CAO/Clerk, Treasurer/Deputy Clerk, Administrative Assistant will be trained fully to overlap all functions.

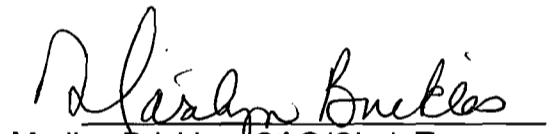
NOW THEREFORE, THE Council of the Corporation of the Township of Wollaston enacts duties and tasks of the Municipal staff as follows in Schedule A attached.

Read a first, second and third time and finally passed this 4th day of November, 2009

Passed sealed numbered and entered into the by-law book.



Dan McCaw, Reeve



Marilyn Brickles, CAO/Clerk Treasurer

By-Law 84-09 Schedule A

2010 Scenario for job descriptions and task sharing

revised June 5, 2009

(LEAD or share specific tasks) (back-up on specific tasks)

CAO/Clerk (Chris)	Treasurer/Deputy Clerk (Verna)	Administrative Assistant	Skill required for new hire
Public reception/assistance	Public reception/assistance	Public reception/assistance	Ability to deal with public in a professional manner, both verbally and in writing; ability to work independently and as a team member with staff & Council
Prepare tax notices for mailing	Prepare tax notices for mailing	Prepare tax notices for mailing	Excellent computer skills, including internet navigation, MS Office Word, Excel, Outlook and various tax & accounting programs
Attend meetings representing Township	Attend meetings representing Township	Attend meetings representing Township	Professional manner
	Receive correspondence and direct for appropriate action	Receive correspondence and direct for appropriate action	Excellent administrative, communications, problem solving skills
CAO as per 229 (a): exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;	Treasurer as per 286 (1): Responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by council	Deputy Treasurer as per 286 (1): Responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by council	Excellent records management skills (financial and administrative)
Clerk as per 228 (1): (a) record, without note or	Deputy Clerk as per 228 (1): (a) record, without note or		

<p>comment, all resolutions, decisions and other proceedings of council (b) record name and vote of every member voting (c) keep originals or copies of all by-laws and all minutes of the proceedings of council (d) perform the other duties required under this act, including: Preparation of Council agendas & information packages</p>	<p>comment, all resolutions, decisions and other proceedings of council (b) record name and vote of every member voting (c) keep originals or copies of all by-laws and all minutes of the proceedings of council (d) perform the other duties required under this act, including: Preparation of Council agendas & information packages</p>		
<p>Implement policy and procedure decisions made by council</p>	<p>Implement policy and procedure decisions made by council</p>	<p>Implement policy and procedure decisions made by council</p>	<p>Innovative problem solver able to work with minimal supervision</p>
<p>Tax installment payment arrangements for ratepayers</p>	<p>Assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, severance consolidation, tax installment payment arrangements for ratepayers</p>	<p>Assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, tax installment payment arrangements for ratepayers</p>	<p>Knowledge of general accounting principals</p>
<p>Monitor & prepare property tax sales</p>	<p>Monitor & prepare property tax sales</p>		
	<p>Collect current and arrears taxes and recording of same in appropriate permanent records, banking</p>	<p>Collect current and arrears taxes and recording of same in appropriate permanent records, banking</p>	<p>Ability to multi-task and work with tight deadlines</p>
<p>Human Resources</p>	<p>Human Resources</p>		
	<p>Issue licenses</p>	<p>Issue Licences</p>	
<p>Issue zoning information</p>	<p>Prepare/issue tax certificates & issue zoning information</p>	<p>Prepare tax certificates & zoning requests</p>	

Emergency Measures Co-ordinator (Dylinna is back up)			
Annual insurance review	Annual insurance review		
	Monitor property ownership changes & address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes	Monitor property ownership changes & address changes in files and OMAS, 911 list changes, MPAC changes, DataFix Electors List Changes, roll book changes	
Phone/reception/filing	Phone/reception/filing	Phone/reception/filing	
Issue Tenders & RFPs	Issue Tenders & RFPs		
Planning & Zoning	Planning & Zoning		
		Submit CMO reports	
By-laws (writing, revision)	By-Laws (writing, revision)		
Audit & finance	Audit & finance		
Budget planning	Budget planning		
	Accounts payable	Accounts payable	
Accounts receivable	Accounts receivable	Accounts receivable	
	Bank reconciliations	Bank reconciliations	
	Payroll (staff & council)	Payroll	
	County & school payments	County & School payments	
Waste Site Planning	Waste Site Planning		
Revitalization/Economic Development		Revitalization	Interest in Revitalization and Economic Development would be an asset
Strategic Planning & ongoing implementation	Strategic Planning & ongoing implementation		Strong research and report writing skills
	Recreation/Events Co-ord (back up to Jeff Post)	Community Centre Permits	
Union Contract Negotiations	Union Contract Negotiations	Fire Permits	
	Year end processes	Year end processes	
Commissioner of Oaths	Commissioner of Oaths		
	water testing	water testing	
Health & Safety issues (Waste Site Mgr is lead)			

Staff training website	Staff training		
		website	
Funding grants (research, writing, reporting)	Funding reporting		
Writing & producing newsletter, writing articles and ads, public awareness campaigns, community open house, Reeve's messages	Writing & producing newsletter, writing articles and ads, public awareness campaigns, community open house, Reeve's messages		
		Maintain Visitor's Centre & Newcomers Package	
	PSAB reporting (Public Sector Accounting Board)	PSAB reporting (Public Sector Accounting Board)	
Job related training/skill upgrading as required	Job related training/skill upgrading as required	Job related training/skill upgrading as required	Excellent potential for advancement
Municipal Elections	Municipal Elections	Municipal Elections	
Perform other duties required under the Municipal Act or assigned by Council	Perform other duties required under the Municipal Act or assigned by Council	Perform other duties required under the Municipal Act or assigned by Council	