

TOWNSHIP OF STIRLING-RAWDON

POSITION DESCRIPTION

CAO-TREASURER

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The position is responsible for the overall operation and administration of the Municipality. The CAO is the senior administrative position in the Municipal Corporation and is the liaison between staff and the elected members of Council.

The position reports directly to Council. All department heads report directly to the CAO and the CAO is ultimately responsible for all human resources in the Corporation.

The Treasurer is also responsible for the control of income and expenditures related to the financial operation of the Township of Stirling-Rawdon and to ensure the effective operation of the Municipal Office on a daily basis.

Qualifications:

- post secondary education in Public Administration, Business Administration, or relevant discipline
- Post secondary education focused on finance or accounting or a business diploma (two years) in accounting from a Community College or equivalent combination of education and experience.
- Municipal Administration Program and Municipal Accounting and Finance Program Certificates would be an asset.
- CMO or AMCT designation considered an asset
- 5-10 years municipal experience or equivalent at a senior management level including proven administrative and managerial abilities in directing and overseeing the activities of several departments with wide ranging and diverse responsibilities
- comprehensive knowledge of government affairs, governing legislation and public responsibilities related to municipal government administration in Ontario

- strong financial background and ability to function in a computerized environment
- proven communication, public relations, interpersonal and managerial skills, and the ability to adapt management style to the needs of Council and the management team
- thorough understanding of the local community's culture, its strengths, opportunities and challenges
- a sense of vision and a commitment to the community
- Demonstrated ability to be reliable, accurate, mature, courteous and able to deal effectively with the public.
- Demonstrated ability to be a team player and coach who is able to establish effective working relationships with Council, employees and the general public.

Specific Responsibilities

The CAO-Treasurer, acting within the guidelines and authority established by Council, applicable legislation, and under the direction of Council, shall carry out the following responsibilities:

1. Shall coordinate, lead and direct the Department Heads in the administration of the business affairs of the Municipality in accordance with the by-laws, policies, and plans established and approved by Council.
2. Shall be responsible for the overall efficient operation of the Municipality's administration, and to be responsible for engaging and developing the skills of the Department Heads and their employees to foster productivity, professionalism, and commitment.
3. Shall coordinate, lead, and direct the Department Heads in the implementation, management, and evaluation of all by-laws and programs approved by Council.
4. Shall coordinate, lead, and direct the Department Heads in the preparation of plans and programs to be submitted to Council for the development and improvement of Municipal services.

5. Shall organize, coordinate, and present to Council recommendations arising from administrative operations which require the approval of Council, and to propose legislation or resolutions arising from such recommendations.
6. Shall present to Council, in co-operation with the Department Heads, reports and information regarding progress and accomplishments of programs and projects and the general administrative management of the Municipality.
7. Shall convene and conduct meetings of the Department Heads and other appropriate employees as required, to facilitate development of policy, education and development of staff and to coordinate administrative activities.
8. Shall be responsible for the overall efficient operation of the municipality's treasury operations, and be responsible for motivating and developing the skills of the treasury staff to foster productivity, professionalism and high morale.
9. Shall obtain advice from the Township Solicitor, Auditor, Planner, Ministries and consultants retained by the Township as deemed necessary.
10. Shall attend Council and Committee meetings.
11. Shall coordinate, lead and direct the Department Heads in the implementation and maintenance of public relations as it pertains to the Municipal staff and the general public.
12. Shall provide resource information for members of the Council.
13. Shall direct the activities of all Municipal employees except the statutory duties of such officers as are appointed under the statutes of the Province of Ontario and whose duties are prescribed by the statutes.

14. Shall attend to the interests of the Township on intergovernmental issues at the administrative level.
15. Shall present the Treasurer's prepared and compiled estimates of current revenues and expenditures to Council.
16. Shall prepare the estimates for the annual budget and shall present same to Council for approval.
17. Shall exercise, in co-operation with the Council financial control over all corporate fiscal operations in terms of expenditures approved by Council.
18. Shall ensure that all real property and other possessions owned by the Township are adequately insured.
19. Shall ensure that no officer, employee or agent of the Township shall place any order or make any purchase, except for a purpose and in the sum authorized in the budget by-law, or other supplementary expenditure of funds approved by Council, unless there are sufficient funds in the approved budget to cover the proposed expenditure.
20. Shall recommend to Council the appointment, promotion, demotion, suspension or dismissal of any employee of the Corporation.
21. Shall be an advisor on the Council collective bargaining team with respect to information concerning wages, benefits and terms of service and, upon the approval of Council, direct the administration of such collective agreement.
22. Shall administer all salaries of non-union personnel within the limitation of any salary plan, after such plan or agreement has been Adopted by Council.
23. Shall coordinate planning matters with the Township Planning Consultant in regards to Subdivisions and assist with other planning matters.

24. Administer Treasury Department and carry out the statutory roles of Treasurer.
25. Receive and take charge of the municipality's money, including maintenance of accounts in chartered banks or other approved place of deposit.
26. Controls the investments of the municipality including all reserve funds.
27. Develops financial policies and procedures and maintains proper accounting records to provide an internal check on all revenue and expenditures.
28. Responsible for all payroll records, income tax reporting, T-4's and related benefit programs.
29. Supervises and controls all grant applications and special project funding and grant in lieu of tax applications.
30. Maintains development charges reserve fund.
31. Maintains an up to date calendar showing dates to be observed in the payment of municipal money for various purposes and in the collection of money in taxes, rates, special charges, licences, etc.
32. Assures that all borrowing of money, temporary or otherwise, has been properly authorized beforehand.
33. Closes the books for the year end and prepares various statements in the form recommended by the Ministry of Municipal Affairs for including in the audit showing the financial position of the municipality.
34. Submits annual returns to the Ministry of Municipal Affairs and to other ministries of the Provincial government as required.
35. Assists the municipal auditor in conducting the audit.

36. Institutes controls to ensure that money raised for any specific purpose is reserved for payment as intended.
37. Prepares interim and additional year end statements to further enlarge the available information on the financial affairs of the municipality.
38. Determines various tax rates, special levies and local improvements for Council approval.
39. Recommends tax due dates for interim and final billing.
40. Shall be responsible for the preparation of and shall sign all tax certificates.
41. Shall perform other duties and responsibilities as may be assigned by Council from time to time.