

The Corporation of the Township of Tudor & Cashel

By-Law No: 2011-10

BEING A BY-LAW TO SET OUT AND DEFINE ADMINISTRATIVE ASSISTANT (Tax Collection)/DEPUTY CLERK JOB DESCRIPTION.

WHEREAS Section 224 of the *Municipal Act*, 2001 refers to the role of Council and, among other things, enables Council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

AND WHEREAS Section 227 of the *Municipal Act*, 2001 refers to the role of officers and employees of the municipality and enables officers and employees of the municipality to implement council's decisions and establish administrative practices and procedures to carry out council's decisions; to undertake research and provide advice to council on the policies and programs of the municipality; and to carry out other duties required under this or any Act and other duties assigned by the municipality;

NOW THEREFORE the above position will be responsible for the following operations within the township, reporting to the Clerk/Treasurer on a day to day basis.

POSITION SUMMARY

To provide administrative assistance to Council, Committees, C.A.O./Clerk and Department Heads. To provide receptionist duties such as answering the telephone and directing calls to appropriate staff and/or departments, process outgoing and incoming mail, photocopying and counter duties.

Completing all data entries to the Ontario Municipal Accounting System (OMAS), including tax payments, receipts, & reports. Deliver bank deposits with all associated paperwork, and follow-up any related duties.

Fulfill all statutory duties of Deputy Clerk. Execute the full powers and duties of the position, in the absence of the Clerk.

DUTIES AND TASKS – ADMINISTRATIVE ASSISTANT (TAX COLLECTION)

1. Answers telephone calls, redirecting to appropriate staff member and/or department.
2. Responsible for counter duties, i.e., general public inquiries, taking payments and processing same.
3. Receiving incoming mail and circulating accordingly.
4. Maintaining Municipal website.
5. Providing secretarial support to Clerk-Treasurer, C.B.O., Council, and Committees of Council as required.
6. Complete data entries to OMAS for tax payments, and issues receipts.
7. Complete paperwork for tracking of tax payments, reports, and audit trails in an organized, reconciled, well labeled manner for the purpose of auditing.
8. Deliver bank deposits.
9. Issue tax certificates as requested by law firms.

10. Reconcile monthly bank accounts for auditing purposes.
11. Work with MPAC (Municipal Property Assessment Corporation) through Municipal Connect, e-mail and face to face, to update OMAS with any address and title changes, issues pertaining to assessment.
12. Monitor and update all information and policy pertaining to the Public Sector Assets Board (PSAB) capital assets for the municipality. Reporting all changes to Auditors.
13. Organize and implement Health and Safety training sessions.
14. Update Accessibility awareness training, policy, and inspections, with regard to the Community Centre and all other areas of the Municipality.
15. Performs other duties as required.

DUTIES AND TASKS – DEPUTY CLERK

1. Formulate and prepare agendas and supporting material, including background reports, by-laws, minutes of committees, and recommendations leading to motions for Council and Committees of Council. Record and prepare minutes for Council and Committees of Council meetings, follow-up with investigations, correspondence, by-laws, e-mail etc. Attend other meetings as requested.
2. Maintain proper records of decisions/proceedings of Council and Committees.
3. Provide secretarial support and general administrative assistance to Council, Committees, Chief Building Official and Clerk-Treasurer.
4. Act as agent in response to requests for personal and public information in accordance with the Freedom of Information and Protection of Privacy legislation.
5. Prepare & execute strategic plan for Sustainability for the Municipality.
6. Perform other duties as assigned.

INTERPERSONAL SKILLS AND WORKING RELATIONSHIPS

The position requires good interpersonal skills to interact with the general public and to provide information regarding departmental operations and to respond to inquiries and deal politely and effectively (in a professional manner) with the general public and others.

KNOWLEDGE AND SKILL

1. Possesses a high degree of professionalism in the discharge of all responsibilities.
2. Minimum Grade 12 education and practical working knowledge of office procedures, computer skills, including Word, Excel, Powerpoint and web-based software.
3. Formal training- must successfully complete the Municipal Administrative Program (MAPC) offered by AMCTO.
4. Knowledge of the community and experience in the local government field.
5. Knowledge of Provincial legislation and policy that affects local government.
6. Organizational and analytical ability, good judgment and tact.
7. Exceptional public relations and communication skill with the ability to establish and maintain effective working relationships inside and outside the Corporation.
8. Combination of experience and education in planning, severances and zoning functions.

PHYSICAL EFFORT AND SKILL

1. Requires manual dexterity to operate computer and office equipment.

MATERIAL RESOURCES

1. Responsible for proper usage of computer, calculator, photocopier, fax and miscellaneous small office supplies.

DECISION MAKING AND JUDGMENT

1. Reports to Clerk/Treasurer/C.A.O.
2. Judgment is exercised by; prioritizing workload to ensure deadlines are met; ensuring accuracy in response to all information compiled; ensuring the best interests of the municipality are met.

WORKING CONDITIONS

Environment

1. Works in typical office environment and is subject to continual interruptions.
2. Great deal of time working at a computer terminal and responding to telephone calls and e-mail.

Control of Work Schedule

1. Attend Council (when requested) and Committees of Council meetings which may be convened outside of normal working hours.
2. Subject to deadlines, shifting priorities of Council, and changing of Councils.
3. Occasional out of town travel required for training and seminar purposes.

PASSED THIS 02ND DAY OF AUGUST, 2011.

WANDA DONALDSON: REEVE

SEAL

BERNICE CROCKER: CLERK-TREASURER