

Job Description

Senior Administrative Officer

TOWN OF NORMAN WELLS

POSITION DESCRIPTION

POSITION TITLE: SENIOR ADMINISTRATIVE OFFICER

REPORTS TO: Town Council

DIRECTLY SUPERVISES All Staff

SALARY: \$ _____

CLASSIFICATION: PERMANENT

LOCATION: NORMAN WELLS

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Senior Administrative Officer is responsible for the management, administration and delivery of all municipal programs and services in order to ensure that they are accomplished in an effective and efficient manner and within all legislative, policy and procedural guidelines.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Mayor and Town Council, the Senior Administrative Officer (SAO) will oversee all operations of the municipality. The SAO will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures. He/she is responsible for all financial transactions, programs and services created and implemented by the municipality.

The SAO is responsible for managing a budget of xxx million dollars and up to 20 staff members. He/she is responsible for delivery of programs and services in the areas of finance and administration, municipal services, recreation programs and facilities, protective services and community lands administration.

The SAO provides advice and support to the Mayor and Council and ensures that they have accurate and timely information in order to make effective decisions. The SAO also acts as liaison between the municipality and other government agencies and departments, private industry, business and any other individuals, groups or agencies operating in the community.

The SAO must provide records and documents to the relevant governments and agencies, when requested. He/she must also ensure that all municipal business and operations are conducted in a responsible, confidential and ethical way.

Failure to provide adequate services may result in lost or misused revenues, poor morale among staff, inadequate services for residents and a loss of credibility for the Mayor and Council.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Financial management of all municipal operations in order to ensure that finances are maintained in an accurate and timely manner and comply with relevant legislation, by-laws, policies and procedures

Main Activities

- Prepare municipal budgets
- Estimate revenues and expenses
- Review and analyze financial statements and reports
- Conduct financial analysis and cash flow forecasting
- Establish internal financial controls
- Oversee payroll functions
- Review and analyze variance reports
- Ensure financial systems are maintained in an accurate and timely manner
- Prepare for and respond to the annual audit
- Manage funds

2. Manage all municipal programs and services to ensure that services are provided in an effective and efficient manner

Main Activities

- Manage protective, municipal, land use and recreation programs and services
- Develop strategic and operational plans for each program area
- Develop or monitor proposals for program funding
- Maintain program and services standards, policies, guidelines and procedures
- Evaluate the effectiveness of programs and program delivery
- Prepare an Emergency Preparedness Plan
- Facilitate the development of community lands

3. Manage all municipal staff in order to ensure a productive, positive and healthy work environment

Main Activities

- Develop and implement a human resources plan and personnel management policies and procedures
- Ensure that accurate job descriptions are in place
- Recruit and orient staff
- Evaluate, train and develop staff
- Provide leadership, guidance and counseling to staff
- Supervise staff and delegate responsibilities
- Take corrective action when required

4. Maintain the general administration of the municipality

Main Activities

- Provide reports to government agencies, departments and other organizations
- Ensure records are maintained
- Maintain insurances
- Obtain legal and legislative advice on various issues
- Ensure computer systems and office equipment is maintained
- Award and oversee contracts
- Ensure inventories are maintained
- Research potential funding, programs and projects, as required
- Tender, award and manage contracts
- Oversee the land management program

5. Coordinate community development and public and community relations activities

Main Activities

- Assist in coordination and implementation of the community development plan
- Evaluate the community plan and its implementation
- Conduct needs assessments, as required
- Facilitate public meetings
- Liaise with various community groups
- Address public complaints and concerns
- Promote municipal programs, services and community events and activities

6. Provide support and advice to the Mayor and Town Council to ensure that Council is able to make effective decisions

Main Activities

- Work with Council to develop and implement a strategic plan
- Administer Town Council elections
- Attend Council meetings
- Prepare agendas, information and resources for Council Meetings
- Provide Council with advice and recommendations
- Maintain and circulate minutes of meetings
- Assist with the preparation or revision of by-laws and motions
- Ensure that all Council business is conducted within relevant legislation, policies and procedures
- Convey Council decisions to the public
- Represent the municipality and Council at local, regional, territorial, national meetings
- Coordinate and/or facilitate Council orientation and training

7. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ financial management and generally accepted accounting principles
- ✓ human resources management
- ✓ municipal government program administration, management and delivery
- ✓ program evaluation
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment
- ✓ an understanding of the roles and responsibilities of Town Councils
- ✓ an understanding of land claims and self-government

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ financial management skills
- ✓ supervisory and human resource management skills
- ✓ contract management skills
- ✓ strategic planning skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level
- ✓ effective written communications skills including the ability to prepare reports, policies and bylaws
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of SAO. The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural and political awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The SAO would normally attain the required knowledge, skills and abilities through completion of a recognized accounting designation and/or through completion of a post secondary program in Public or Local Administration and several years of related municipal experience at a senior level. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The SAO may have to work odd or long hours at a time to complete special requests or projects. The SAO will have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The municipal office is a busy facility. The SAO will have to manage a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of residents and Council Members. The SAO may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The SAO will have to manage a number of requests and projects at one time. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time. The need to supervise a number of staff and the need to meet continuous and tight deadlines often results in a stressful work environment. The level of responsibility and the potentially detrimental effects of decisions made by the SAO can also be a significant cause of stress and anxiety.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Mayor's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.