

**TOWNSHIP OF MONTAGUE**  
**Position Description –Municipal Manager**  
**February 2025**

**Position Title:** Municipal Manager  
**Reporting To:** Council

**PURPOSE OF POSITION**

As Municipal Manager provides leadership and administration of the municipalities' affairs in accordance with policies established by Council.

**MAJOR RESPONSIBILITIES**

**1. Municipal Administration**

Ensures that meetings of Council are held in accordance with the Municipal Act, other relevant Acts and corporate By laws.

Coordinates information for meetings of Council, Committees, and other Public meetings, including liaising with department heads.

Prepares reports, recommendations and bylaws and attends all Council, Committee and Public Meetings as Municipal Manager, as the acting Clerk in the absence of the Clerk and Department Head.

Make presentations and provides advice/guidance on municipal legislation, bylaws, rules of procedures for meetings, corporate agreements etc.

Prepare, distribute, and maintain documents of Council and committees including agendas, minutes, reports, correspondence and background material for Council and committee meetings; takes and prepares minutes of Council and committees in the absence of the Clerk.

Coordinate and maintain corporate policies and procedures; draft policies and administrative procedures for Council review.

Makes recommendations and provides advice to Council on corporate direction, policy and programs, service levels, legislative and corporate matters and ensures Council is advised in a timely manner of critical issues affecting municipal operations, projects, financial and planning matters.

Negotiates various agreements and contracts on behalf of the Municipality in accordance with Council's policies, procedures, and directions.

Act as a Commissioner of Oaths.

Act as Deputy Clerk in the absence of the Clerk and fulfill all the legislated requirements under the Municipal Act for the Clerk.

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Fosters proactive, effective, and professional relationships with Council members, the general public, Community Groups, as well as the Municipality's solicitor, auditor, and officials of provincial and federal government departments and agencies and other municipalities.

Monitors trends, best practices and developments and undertakes research in municipal government for possible application to the Municipality.

Develop corporate strategic plans, annual departmental goals and objectives and measures outcomes annually with a report to Council.

Oversees Project Management is directed by Council.

**Statutory Compliance**

Perform the statutory duties of the clerk under the Municipal Act and other provincial legislation in the absence of the Clerk.

Assist the Clerk in the conducting of the municipal elections in accordance with the Municipal Elections Act and be the Deputy Returning Officer.

Ensure compliance with the Accessibility for Ontarians with Disabilities Act.

Perform the roles and responsibilities of the Clerk under the Line Fences Act in the absence of the Clerk.

Serve as the Lottery Licensing Officer in the absence of the Clerk.

**Communications**

Respond to inquiries from the public and deal with complaints using tact and judgment; refer inquiries to other staff as appropriate.

**Records Management Services**

Oversee the maintenance of the Township's inventory of records (electronic and hard copy); establish policies and procedures for records management ensuring compliance with privacy and retention legislation.

**2. Information Technology Services**

Provide information technology services to support all Township operations; provide advice to other staff on the best method of utilizing software and hardware to maximize productivity; provide instruction and guidance to staff in the use of software and hardware; consult with IT specialists from the County as

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required; oversee the work of independent service contractors to ensure that services are provided in accordance with contract requirements.

Maintain and update the Township's website in conjunction with other administrative staff.

**3. Human Resources**

Provide functional or technical guidance to peers and all Township employees and managers in the use of computer hardware and software.

Coordinates the delivery of Health and safety programs and policies.

Provides direct administrative guidance to all municipal departments consistent with the policy directions approved by Council.

Leads and facilitates regular meetings of staff to establish direction, teamwork, and effective communications, develop strategy, make decisions, formulate goals and objectives, formulate policies and procedures.

Fosters positive employee/employer relations and a productive workplace environment.

Conducts performance appraisals for management and direct reports and provides recommendations for merit increases.

Responsible for all municipal Human Resources matters.

**4. Financial Resources**

- Develop and administer the annual municipal budget in collaboration with the Treasurer.
- Monitor expenditures, revenues, and funding opportunities to maintain fiscal responsibility.
- Ensure accurate financial reporting and compliance with municipal financial regulations.
- Research and apply to funding streams (Provincial, Federal, Local) to develop applications that will be successful to fund projects, purchases, etc.

**5. Material Resources**

Responsible for the operation, maintenance and security of Township hardware and software.

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Responsible for the care, maintenance, and security of all manual and electronic records.

Ensure the maintenance and confidentiality of information and release of approved information.

**6. Other Responsibilities**

Conduct special research projects and perform other related duties as assigned by the Council.

**SKILL AND EFFORT**

**1. Knowledge**

- Degree in Public Administration, Business Administration, or a related field (or equivalent experience).
- Minimum of 5 years of senior leadership experience in municipal government or a related field.
- Proven capability of utilizing modern technologies to enhance customer service.
- Ability to respond to inquiries from the public and deal with complaints in a positive, timely, professional manner using tact and judgment.

**2. Physical Skill and Effort**

Requires manual dexterity to operate a computer to input and retrieve data accurately and quickly for high duration.

Must be able to commit to working additional hours or when deemed necessary to meet deadlines.

**3. Decision Making and Judgment**

Decisions may impact on the overall administrative operations. Errors in recording and communicating decisions made by Council can impact on the image and liability of the Township and its relationships with the public, staff, and other agencies.

**4. Interpersonal Skills/Contacts**

**Internal**

Work requires co-ordination, co-operation, or joint effort with Council, the department heads and other staff to accomplish objectives.

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**External**

Provides explanations and advice to the public and/or other staff members and Council and responds tactfully to complaints.

Meets with counterparts in other municipalities, local businesses, community groups and governments to obtain or exchange information.

**WORKING CONDITIONS**

**1. Environment**

Works in an office environment, meeting changing deadlines and requirements with interruptions from the public and staff.

**2. Control over Works Schedule**

Attends evening meetings and the occasional requirement to work additional hours to meet peak workload demands.

**SAFETY**

The Township of Montague believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager, you must be familiar with the Township's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work;

All employees must follow the Township's Health and Safety Policy and comply with the Occupational Health and Safety Act.