

TOWNSHIP OF MONTAGUE
Position Description-Municipal Manager/Treasurer
February 2025

Position Title: Municipal Manager/Treasurer
Reporting To: Council

PURPOSE OF POSITION

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

To serve as the Township's Treasurer ensuring compliance with all statutory obligations, sound financial management and accounting practices.

To coordinate the preparation of the Township's budget, to monitor expenditures against the budget through regular reporting and to provide financial analysis to Council and senior staff to maximize revenue generation and the utilization of financial resources and management of assets.

MAJOR RESPONSIBILITIES

1. Municipal Manager

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.

Makes 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.

TOWNSHIP OF MONTAGUE
Position Description-Municipal Manager/Treasurer
February 2025

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.

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 as directed by Council.

Research and apply to funding streams (Provincial, Federal, Local) to develop applications that will be successful to fund projects, purchases, etc.

2. 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, formulates 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.

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

TOWNSHIP OF MONTAGUE
Position Description-Municipal Manager/Treasurer
February 2025

3. Treasury

Serves as Treasurer for the Township ensuring compliance with all statutory obligations and sound financial management practices.

Delivers financial services such as accounts payable, accounts receivable, billing, payroll, cash collections and processing, banking, posting, reconciliation and financial monitoring and reporting.

Administers Township-wide budget preparation; prepares and reviews detailed budget instructions; reviews departmental draft budgets for compliance with budget directions and suggests changes as necessary; assembles departmental budgets into preliminary budget for review; changes preliminary budget per Council direction; publishes adopted annual budget; prepares annual financial report; supervises maintenance of financial records; directs investment of Township funds; monitors revenues and expenditures; certifies expenditures, prepares reports, prepares budget amendments; prepares specials studies/reports, water/wastewater billings, budgets and financial reporting.

Conducts financial policy analysis; collects and analyses department data and information; identifies and quantifies problems; formulates potential solutions; prepares cost analysis of optional solutions; develops and delivers presentations; provides professional advice; takes appropriate action to implement financial policy.

Administers the Township's tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties, and applying tax sale procedures; prepares taxation changes to the tax roll; processes and calculates tax abatement applications, tax adjustments and write offs, calculates supplementary taxes and tax bills; performs all duties associated with tax registration procedures.

Prepares or assists in the preparation of by-laws related to financial matters in consultation with department heads and Township Solicitor, as required.

Prepares or assists in the preparation of tender documents related to financial matters in consultation with department heads and Township Solicitor, as required.

Maintains effective working relationships with all departments and staff.

Ensures that necessary information and documents are available for the annual audit, works with the auditor to minimize audit costs and to address concerns of the auditor.

Coordinates renewal programs and management of Township assets; reviews and monitors long-range capital plans and multi-year and annual capital budgets

TOWNSHIP OF MONTAGUE
Position Description-Municipal Manager/Treasurer
February 2025

relative to plans; ensures appropriate maintenance and legal use of township property and equipment and maintains property inventory.

Manages daily operations of computer assets; solves operation problems as needed; reviews procedures for compliance with internal control standards; writes procedures to improve and correct deficiencies.

Responds to inquiries from staff regarding payroll and benefits, and vendors, tax payers and the public regarding financial processing and tax matters. Provides explanations as required.

Represents Township with outside agencies, groups, and citizens; meets with peers in business, community, and other government activities to encourage cooperative problem-solving and joint approaches to problems; delivers speeches or presentations representing the Township as assigned; provides information to media.; works with citizens and citizen groups to resolve problems requiring financial input.

Prepares financial materials; researches options needed for commission/committee recommendations as needed; assists in framing issues, providing optional solutions, and strength/weaknesses of potential solutions.

Evaluates impact of regulations and legislation changes and advises Council, as required.

Undertakes special projects related to financial administration activities as directed by Council and performs other related duties, as assigned.

2. Financial Resources

Coordinates the preparation of the Township's budget and implements effective financial management systems. Ensures that the Township's financial management practices comply with statutory requirements and accepted standards.

3. Material Resources

Ensures the maintenance and confidentiality of financial information and releases approved information.

Provides administrative support to implement and maintain the Township's asset management system.

SKILL AND EFFORT

4. Knowledge

TOWNSHIP OF MONTAGUE
Position Description-Municipal Manager/Treasurer
February 2025

Thorough knowledge of administrative practices and procedures and municipal operations and legislation, normally acquired through post-secondary education plus the successful completion of the AMCTO's Municipal Administration Program.

Through knowledge of and experience with current public sector accounting theory, principles, and practices; internal control procedures; financial analysis; financial information systems and computerized financial applications; public finance and fiscal planning; payroll and accounts payable and receivable functions; budgetary accounting and reporting systems.

Ability to read, analyze and interpret technical journals, financial reports, legislation, and legal documents. Ability to respond to enquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports for publication that conforms to prescribed style and form and to present reports.

- 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.

5. Physical Skill and Effort

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

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

6. Decision Making and Judgment

Decisions regarding financial analysis and selection of alternative approaches when establishing the annual budget or analyzing the financial impact of changes in legislation, programs or funding involves the interpretation of a variety of factors where available guides are limited. Decisions impact on the financial viability of the Township and organizational objectives.

7. Interpersonal Skills/Contacts

Internal

Other department heads and Council when establishing budgets and reporting on expenditures and variances to support and encourage fiscally responsible decision making.

TOWNSHIP OF MONTAGUE
Position Description-Municipal Manager/Treasurer
February 2025

External

With Provincial ministry staff to negotiate grants and obtain information. With counterparts in other municipalities to exchange information. With the public to respond to inquiries and resolve problems concerning tax statement, billing, fees etc. With the auditor and solicitor to exchange information and seek advice. With suppliers to obtain information, respond to inquiries and resolve issues regarding payment of accounts.

WORKING CONDITIONS

8. Environment

Works in an office environment with interruptions from the public and staff.

9. 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.