

Job Description

Senior Administrative Officer

This document describes the general nature and level of work being performed by the incumbent of this job. It is not intended to be an exhaustive list of all the responsibilities and activities required for the position.

PURPOSE OF THE POSITION

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

The Senior Administrative Officer is responsible for managing, administering, and delivering all municipal programs and services, ensuring that they are accomplished effectively and efficiently 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 Council, the Senior Administrative Officer (SAO) will oversee all municipal operations. The SAO will ensure that all operations are conducted respectfully and responsibly and that all decisions and actions comply with the relevant legislation, policies, and procedures. The SAO is responsible for all financial transactions, programs, and services created and implemented by the municipality.

The SAO manages an operational budget of two million dollars and up to five staff members. He/she is also responsible for delivering programs and services in finance and administration, municipal works and services, recreation and wellness programs, fire and protective services, and community lands administration.

The SAO is responsible for preparing capital plans, forecasting plans and managing all capital projects. They are also responsible for maintaining community asset lists and ensuring the municipality maximizes opportunities to operate and maintain its assets effectively and efficiently.

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

When requested, the SAO must provide records and documents to the relevant governments and agencies. They must also ensure that all municipal business and operations are conducted responsibly, confidential and ethically.

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 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 and Risk Action Plan
- Facilitate the development of community lands

3. Manage all municipal staff 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 counselling 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 and properly stored

- Maintain insurances
- Obtain legal and legislative advice on various issues
- Provide for secured storage of Bylaws and Minutes of Meetings
- Ensure computer systems and office equipment are maintained
- Award and oversee service contracts
- Ensure inventories are maintained
- Research potential funding, programs and projects as required
- Oversee the land management program

5. Coordinate community development and public and community relations activities

Main Activities

- Assist in the 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. Coordinate the development of a Community Public Infrastructure Plan, manage capital projects and manage all assets of the municipality

Main Activities

- Coordinate the development of a five-year Community Public Infrastructure Plan for approval by the council
- Coordinate the development of Capital Forecasting Plans
- Provide advice and recommendations to the council on the awarding of contracts for capital projects
- Manages all municipal capital projects and ensures satisfactory completion
- Maintain a complete listing and value of the municipal assets
- Ensure the development and approval of an asset management schedule
- Ensure maximization of opportunities to effectively and efficiently operate and maintain municipal assets

7. Provide support and advice to the Mayor and Hamlet Council to ensure that the Council can make effective decisions

Main Activities

- Work with Council to develop and implement a strategic plan
- Administer Hamlet Council elections
- Attend Council meetings
- Prepare agendas, information and resources for Council Meetings
- Provide the 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, and national meetings
- Coordinate and facilitate Council orientation and training

8. 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
- ✓ practical verbal and listening communication skills
- ✓ conflict resolution skills
- ✓ computer skills, including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level
- ✓ practical written communication 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 when performing SAO duties. 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 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 physical demands, environmental conditions, and demands on one's senses and mental needs.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The SAO may work odd or long hours to complete special requests or projects. The SAO will have to spend long hours sitting, using office equipment and 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 several people and projects at once and will be interrupted frequently to meet the needs and requests of residents and Council Members. The SAO may find the environment busy and noisy and need excellent organizational, 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, as well as 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 several requests and projects at once, complete several tasks and responsibilities at once, and be prepared to deal with emergencies and stressful situations at any time. The need to supervise several staff members and 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.