

## MUNICIPALITY OF McCREARY

### POSITION DESCRIPTION

**Position:** Assistant Chief Administrative Officer (Revised September, 2019)

**Department:** Administration

**Report To:** Chief Administrative Officer

**Position Summary:** Under the direction of the Chief Administrative Officer the Assistant Chief Administrative Officer is responsible for the administration and delivery of municipal programs and services including payroll and related payroll functions, assisting with pre-budget planning, accounts payable, assuming the duties of the Chief Administrative Officer or the Office Assistant as may be necessary, and other duties as required.

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#### Task Description

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##### General Administrative:

To carry out the powers, duties and functions assigned to the Assistant Chief Administrative Officer by the Municipality of McCreary;

To be responsible for ensuring that the policies and programs of the municipality are implemented as directed by the Chief Administrative Officer.

To be responsible for supervision of the Office Assistant in the absence of the Chief Administrative Officer.

To assist with preparing and compiling agendas and to prepare and compile agendas, attend Regular and Special Meetings of Council, Committee of Council as a Whole, and Committees and such other meetings as are required by Council and in the absence of the Chief Administrative Officer, and to make Minutes of every meeting attended as the recorder without note or comment.

To assist with Board of Revision;

To assume the duties of the Chief Administrative Officer as may be necessary;

To assume the duties of the Office Assistant as may be necessary;

To provide clerical support to the Operations Foreman at the request of the Chief Administrative Officer;

To participate in professional training and development opportunities as directed and authorized by Council, and specifically but not limited to becoming CMMA certified;

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To handle requests for information and complaints regarding accounts receivable, accounts payable, payroll and other information and refer to the Chief Administrative Officer as required.

To perform elections functions as required and as directed by the Senior Elections Official.

To receive, sort and reply to and forward incoming electronic mail and to direct/distribute to the appropriate person:

To print a copy of all correspondence, including email, being sent out to the appropriate file and to the chronological file.

To be responsible for maintenance of the office equipment contracts.

To be responsible for keeping office equipment in working order and to schedule maintenance as required;

To update and maintain computer files and databases such as assessments, payees, payroll records, etc.;

To prepare and issue Tax Certificates as per requests;

To prepare, provide for authorization of payment, and submit WRARS report twice annually;

To prepare and submit MMSM reports monthly;

To prepare and submit the Pesticide Use Permit annually with appropriate authorization;

To assist in processing address changes from residents and address changes from Land Titles in all databases such as sewer and water utility, assessment roll and office rolodex records;

To maintain and meet good housekeeping standards in and around the two office complexes including review of janitorial records, grounds maintenance and de-icing;

To maintain the Emergency Measures Plan as directed by the Emergency Plan Coordinator.

To assist with purchasing equipment, tools, supplies within budget and according to the Purchasing Policy of the Municipality of McCreary.

To assist in the development of policies, procedures and programs for accomplishing the approved objectives of Council. To assist in planning for the provision of services to the citizens and clients of the Municipality.

To ensure all safety procedures and standards are followed;

To respond to emergency situations after normal workings hours as may be required.

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To attend to the duties of the Office Assistant on those days when the Office Assistant is not at work.

To perform all other duties as assigned by the Municipality of McCreary.

**Financial:**

To enter all invoices and accounts payable for authorized expenditures of the municipality and prepare cheques with appropriate authorization including payroll and all related payroll functions, such as Revenue Canada and MEBP remittances, on a bi-weekly basis and as approved by the Finance Committee;

To sign cheques in the absence of the Chief Administrative Officer;

To prepare and send invoices monthly for work orders for grader work, snow plowing, etc.;

To balance the Tax Roll and the Utility Roll monthly;

To prepare Bank Reconciliations Monthly for all bank accounts and investments;

To prepare payments and reports for Education Levies;

To perform Journal Entry Monthly for Goods and Services Tax Receivable for Utility;

To prepare Goods and Services Tax Reports twice yearly;

To assist with preparing information for audit;

Perform bank deposits in the absence of the Office Assistant;

To assist in preparing the Administration Department annual operating budget;

To assist with pre-budget planning;

**Payroll:**

To receive all timesheets and verify before processing;

To maintain all employee records;

To prepare Workers Compensation Board of Manitoba reports twice yearly;

To maintain employee record spread sheets;

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To prepare T4 Notices;

To administer MEBP Benefits Package and Western Financial (Blue Cross) Benefits Package;

To maintain the payroll system and payroll records;

To maintain banked time records generated from payroll;

To maintain cumulative sick leave records and vacation time records;

**SPECIFICATIONS:**

1. Education, Knowledge and Experience:

Minimum Requirements:

- a) Certified Manitoba Municipal Administrator designation, or equivalent designation from another Province, or the willingness and ability to obtain same from the University of Manitoba Continuing Education Department. This is to be accomplished within four years or less of commencement of employment;
- b) High School Graduate or equivalent;
- c) Ability to type/keyboard fifty (50) words per minute;
- d) Good oral and written communications skills;
- e) Experience using Microsoft Word and Excel;
- f) Aptitude using MuniSoft software or other accounting software;
- g) Must be bondable as well as provide a Criminal Record Check and a Child Abuse Registry Check;
- h) Minimum of one (1) year experience in an office setting;
- i) Excellent leadership and supervisory skills;
- j) Valid Manitoba Class 5 Drivers License or ability to obtain same;
- k) Ability to handle multiple tasks and to work under deadlines;

2. Responsibilities:

The Assistant Chief Administrative Officer shall:

- a) Ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves, fellow employees and the public;
- b) Ensure that the public are greeted and attended to in a prompt, professional and friendly manner.
- c) Work independently with minimal direction.

3. Comprehension and Judgment:

The Assistant Chief Administrative Officer must:

- a) Possess an understanding of and work within the policies of the Municipality of McCreary;
- b) Exercise independent judgment in the course of carrying out the duties of the position and when dealing with other staff members and members of the public.

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4. Working Conditions:

This position will require regular work hours of 35 hours per week with a maximum unpaid meal break of one hour per day. The position may require shift work or overtime in case of an emergency. The position will require very slight physical effort and the position is indoors year-round. The Municipality of McCreary Personnel Policy and an individual Employment Document shall state the terms of employment.