



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Responsible for directing the overall Corporate Services Department, which includes Finance and Legislative Services/Clerks Division.

Responsible for discharging those responsibilities assigned to the Municipal Treasurer under the Municipal Act.

Responsible for the financial wellbeing of the Corporation through budgeting and debt control. Provides financial investment and policy advice to the CAO and Council as requested.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Discharges the responsibilities of Municipal Treasurer as defined in the Municipal Act. Provides advice to the CAO on all responsibilities within the jurisdiction of this department including financial, administrative and operational.</p> <p>Acts as the Chief Financial Advisor to the Chief Administrative Officer and, through the CAO to Council. Attends all meetings of the scheduled Committee and Council meetings.</p> <p>Treasurer of the Port Colborne Public Library Board, the Niagara South Coast Tourism Association</p> <p>Recommends appropriate policies to govern the Department and the Corporation regarding financial procedures. Prepares procedural statements in support of approved policies.</p>	10
<p>Preparation and presentation of annual and long term operational and capital budgets for the municipality, including the general operational and water/wastewater budgets for Council, the media and the public.</p>	20

Description	Approx. Time Spent (%)
<p>Provides assistance to other senior staff as requested. Prepares the annual and capital budget for the Department.</p>	
<p>Controls departmental spending within the approved budget for the Corporate Services Department. Approves departmental invoices for payment. Prepares monthly and annual financial statements for the municipality and variance reports as requested. Researches, recommends and prepares other financial management reports. Completion of Federal and Provincial reporting of grant programs such as Federal Gas Tax, Transit Provincial Gas Tax and Urban Transit.</p>	10
<p>Ensures that the City's assets are invested wisely. Provides advice to the CAO and Council on any suggested changes in investments. Maintain up-to-date insurance coverage for all municipal assets. Responsible for the implementation and ongoing updates to Tangible Capital Asset Management Plan required for budgeting, grant applications and replacement of assets.</p>	5
<p>Supervises and directs the subordinate staff of the department. Trains and appraises assigned departmental staff within approved personnel policies. Recommends hires and releases (as necessary) all assigned staff within approved personnel policies. Conducts annual appraisals of all subordinate personnel.</p> <p>Assists with the overseeing the payroll function and fringe benefit inquiry and confers with Human Resources. Liaises with other senior management with regard to financial and payroll issues.</p> <p>Lead staff person on the Transit Advisory Committee</p>	10
<p>Ensures that appropriate financial management information systems are developed and that each department has access and understands their role in financial accountability within their department budgets. Directs the provision of the City's support services including audit, accounting, tax, finance and management information systems, etc.</p> <p>Ensures that appropriate financial controls are developed. Advises the CAO and Council of any changes necessitated by the auditor's report.</p>	5
<p>Reviews all year end operating statements accounts for proper recording of revenue and expenditures for operating, capital, water, wastewater, Library, Trusts, Reserves. Prepares accounting to fund all capital projects and transfers between funds. Ensure all asset and liability accounts are recorded properly with appropriate working papers for the auditors. Reviews draft financial reports and prepares the Financial</p>	20

Description	Approx. Time Spent (%)
<p>Information Return (FIR) for the Provincial Reporting deadline. Prepare final report to Council.</p> <p>Ensure proper reporting of Municipality's financial position to Council, Department Managers, Media, Public and Provincial and Federal Government Agencies.</p> <p>Develops appropriate reports of the current and projected financial condition of the municipality (eg. trend analysis) for Council and senior administrative staff. Prepares reports and statistical summaries as necessary for review by the CAO, Council or other bodies. Reviews and assesses long range policy initiatives by the Province, Region and other jurisdictions, etc. relevant to the corporation.</p>	
<p>Responsible for the management of Municipal Debt, Reserves and Reserve Funds and Cash management</p> <p>Prepares on line Debenture (Debt) applications for municipal debt through Infrastructure Ontario with appropriate reports and bylaws.</p>	5
<p>Annual renewal of general insurance policy and employee benefits</p>	5
<p>Prepare Request for Proposals (RFP) for professional services such as Auditors, Banking, Actuarial, Insurance Brokers, Benefits Broker. Also, for services such as a new financial system.</p>	5
<p>Part of the negotiations team to assist the CAO with Fire Union Contract, Volunteer Firefighters Contract and CUPE Union Contract negotiations.</p>	5
<p>Performs other related duties as may be requested by the CAO and Council.</p>	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

(Description of training required in order to perform the major responsibilities)

Member of the following organizations:

- Municipal Finance Officers Association (MFOA)
- Association of Municipal Managers, Clerks and Treasurers (AMCTO)
- Ontario Municipal Tax and Revenue Association (OMTRA)
- Chartered Professional Accountant (CPA)

Training to include:

Excellent accounting and auditing background through either public or private industry.

Municipal Administration Program (MAP), minimum requirement

Municipal Accounting and Finance (MAFP), minimum requirement

Diploma in Municipal Administration leading towards a Certified Municipal Officer (CMO)

- Includes MAP and MAFP
- Municipal Law Program
- Employment Law and Human Resources Program

Municipal Tax Administration Program (MTAP) towards a Certified Municipal Tax Professional Designation (CMTP)

5C Customer Service Program & Tactical Communication Program

Bill 168, WHMIS, Occupational Health & Safety Act

Microsoft Word, Excel and Powerpoint, Lotus Notes

*Attends training, workshops and seminars as appropriate and as required



Minimum Qualifications

(Absolutely cannot do without)

Education (degree/diploma/certifications)

4 year undergraduate university degree in a related field, e.g. Public Administration, Local Government, Business Accounting degree required.

Certified accounting designation i.e.: Chartered Professional Accountant (CPA)

Experience

10 years of municipal experience in a senior management position, with a financial background.

Good management and communication skills

High degree of self-motivation

Thorough knowledge of municipal financial accounting and auditing

Knowledge/Skill/Ability

Extensive knowledge in computerization, preferably municipal applications including Microsoft Office Word, Excel and PowerPoint.

Extensive knowledge of accounting principles and guidelines established by the Canadian Institute of Chartered Professional Accountants and Public Sector Accounting and Auditing.

Knowledge of financial planning, analytical skills and techniques, management accounting and audit and financial controls to direct the performance of the corporation. Good general knowledge of municipal government.

Knowledge of Financial Computer Systems, an integrated accounting system

Excellent oral and written report writing skills.

Good inter-personal skills to respond to the public, Council, media and staff.

Ability to interpret and apply legislative rulings as established in the appropriate Acts.



Preferred Qualifications

(The ideal candidate)

Education (degree/diploma/certifications)

Graduate degree in a related field, e.g. Public Administration, Local Government, Business Administration.

Certified accounting designation i.e.: Chartered Professional Accountant (CPA)

Possess an AMCTO designation - Diploma in Municipal Administration

Possess an OMTRA designation - Certified Municipal Tax Professional Designation (CMTP)

CMO Designation (Certified Municipal Officer)

Experience

Fifteen (15) years municipal experience in a senior management position, with a financial background.

Good management and communication skills

High degree of self-motivation

Thorough knowledge of municipal financial accounting and auditing

Knowledge/Skill/Ability

Extensive knowledge in computerization, preferably municipal applications including Microsoft Office Word, Excel and PowerPoint.

Extensive knowledge of accounting principles and guidelines established by the Canadian Institute of Chartered Professional Accountants and Public Sector Accounting and Auditing.

Knowledge of financial planning, analytical skills and techniques, management accounting and audit and financial controls to direct the performance of the corporation.

Knowledge of City Administration Policies and By-laws, Collective Agreements, Employment Standards Act, Municipal Act, Assessment Act, Rules and regulations established by the Province, General Insurance and Employee Benefits.

All legislative and statutory responsibilities of the Municipal Treasurer under the Municipal Act.

Good general knowledge of municipal government.

Knowledge of Financial Computer Systems, an integrated system including property tax and utility system.

Excellent oral and written report writing skills.

Good inter-personal skills to respond to the public, Council, media and staff.

Ability to interpret and apply legislative rulings as established in the appropriate Acts.



Work Setting

(Description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Direct department managers and staff	Daily	Provide instruction, information or direction on matters affecting the divisions or department i.e. Purchasing, staffing, customer inquiries/complaints, reporting
Other Department staff	daily	To provide financial advice on purchasing, input on reports to council, requesting of staff to coordinate efforts and provide appropriate information to Corporate Services staff, to ensure financial, purchasing and payroll policies are being followed
Regional Treasurers	Occasional	At a minimum, Quarterly Area Treasurers meetings are held to discuss new or ongoing financial matters affecting municipalities, either locally or legislative. Monthly email requests and inquiries are answered through email.

Contact	Frequency	Nature of Interaction
Auditors-municipal, provincial and federal	Occasional Rare	Annual Financial Audit takes approx. a month with municipal auditors. Periodically refer to municipal auditors for other advice i.e. sale of municipally owned corporations, HST matters, payroll issues. Provincial/Federal auditors for HST audits, grant audits and payroll audits
Insurance Broker and Benefits Advisor	Occasional	Annual renewal of City's general insurance policy and Benefits renewal program. Monthly inquiries regarding insurance claims and benefit claims
City Council	Regular	Bi-weekly Council meetings. Daily emails, phone calls or drop ins from Councillors i.e. Policy matters, customer inquiries/complaints, questions on reports
Boards and Agencies, including Region of Niagara, Ministry of Municipal Affairs, Ministry of Revenue and other Provincial and Federal Government Agencies	Occasional Rare	Monthly emails with Regional Finance staff regarding tax policy, debentures or finance policies Other Agencies listed are normally contacted annually regarding annual grant returns i.e. Fed Gas Tax reporting, Provincial Transit Gas Tax reporting, Other Grant reporting.
Business Improvement Areas (BIA) – 2 BIA's	Rare	BIA is contacted annually for annual budgets and yearend audit requirements
Municipal Property Assessment Corporation (MPAC)	Occasional	Monitoring of assessment increases and decreases. Explanations of results of appeals and potential appearances to the Assessment Review Board. Bi-weekly inquiries with MPAC representative at municipal office.

Contact	Frequency	Nature of Interaction
Banking Representatives	Rare	Negotiating banking agreements and credit card issuance, as required.
Public Ratepayers	Regular	Explaining tax or water billings to irate customers, either at front counter, by phone or email. Providing Commissioners duties to public
Media	Rare	Normally regarding financial reports regarding budgets or capital projects and financing requirements of the municipality.
Solicitors	Rare	Seek legal advice regarding property matters, human resource matters, legislative matters

Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

Works in an office environment in a separate office setting.
Due to work loads, has continuous overtime to meet deadlines.
Must attend all Council meetings every other Monday evening.



Accountability & Initiative

Independent Decision Making

List examples of decisions made or duties performed without reference to your supervisor or subsequent checks.

- Maintaining financial accounting systems.
- Investing of City funds.
- Decisions relating to customer's accounts such as water billings which may require adjustments.
- Allocation of Reserve Funds for capital expenditures to be reported to Council with the annual Financial Report.

Responses to inquiries of Council in open/televised Council meetings on reports presented and/or new business inquires.
Review with departments any budget variances and solutions to limit over expending.
Preparation of annual municipal budgets and presentation (a review with the CAO and Department Heads and Mayor to finalize)
Managing of staff's priorities, time off and daily inquiries/matters

Consultative Decision Making

List examples of decisions made or duties performed which require consultative approval from your supervisor.

Restructuring of the department staff compliment, changing of job descriptions/duties and succession planning.
Public relations matters which may become political with Council and/or media.
Directives regarding the City's Strategic Planning Sessions to guide the future of the municipality.
Review department budget reductions with the CAO.

Decision Making Guidelines

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

Must be in compliance with Provincial legislation and all Acts which govern the municipality, especially the Municipal Act.
Financial Reporting requirements established by Chartered Professional Accountants standards and the Public Sector Accounting Standards.
Municipal Resolutions and By-laws of Council.
Municipal Administration, Operating and Reporting Policies.
Workplace Safety & Insurance Board
Bill 168
Employment Standards Act
Procurement and Purchasing Policy
Provincial and Federal Reporting policies within Funding Agreements

Financial Accountability

State any financial responsibility held by this position and list amount (e.g. Budget preparation, monitoring and/or control, petty cash, purchasing/signing authority, financial analysis, financial control etc.)

As City Treasurer, responsible for the overall Corporation budget amounting to approximately \$21 million operating expenditures and \$3.3 million annual capital expenditures with a net tax levy of \$15 million.
Responsible for preparation of the water and wastewater budget amounting to \$4.8 million and \$5.6 million respectively.
Responsible for preparing, compiling and presenting the City's operating, capital, water and wastewater budget to Council and the Public.

Preparation of the Corporate Services budget amounting \$2.6 million
 Responsible to monitor the overall City budget for variances and review with specific departments.
 Responsible for all Reserve, Reserve Funds, Trust Funds and Investments.
 Responsible to calculate and monitor the City's debt levels and prepare issuance of debt for capital projects through the Region and/or Infrastructure Ontario. Ensure proper financing of long term capital projects are determined and approved.
 Must approve all Department/Division reports to Council.
 Must approve Other Departments reports to Council which have a financial commitment attached to the project.
 Accountability of all financial records of the municipality and the City's financial position.
 Purchasing and signing authority up to \$10,000
 Ensure financial controls and audit practices are in place within each department



Physical Skill and Effort

(Describe both physical skill and effort necessary to perform the job)

Physical Skill

Physical Effort

*Legend

N/A = Not applicable **Occasional**= Up to 30% **Frequent** = Up to 80% **Constant** =Over 80%

Demands	Duration
Minimal Exertion – a variety of sitting, standing, walking Sitting at desk for majority of day with intermittent walking and standing within the office and attending meetings	Constant
Moderate Exertion – some climbing, extensive walking	N/A
Heavy Exertion – constant standing and/or walking; pushing/pulling	N/A
Lifting – provide average weight/example – archive boxes 10 to 20 lbs Lifting of archive boxes for storage and paper boxes for computers	Occasional
Keyboarding Writing reports, reviewing reports, spreadsheet preparation for accounting and financial reporting	Occasional
Intensive visual concentration - (e.g., reading reports, data analysis	Frequent

Working at computer most of the day, reading/writing reports, data input and calculations, preparing budgets for the corporation and year end accounting	
Intensive listening concentration (e.g., interviews, taking minutes) Working with staff and other departments, customers, council meetings and committee meetings, periodic interviewing for staff hires	Occasional
Intense mental concentration – (e.g., assessment, reporting, problem solving, collaboration) Review and reading of reports, writing of reports to council, financial data analysis for budget preparation, year-end accounting and financial reporting	Frequent

***Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching in the boxes above.



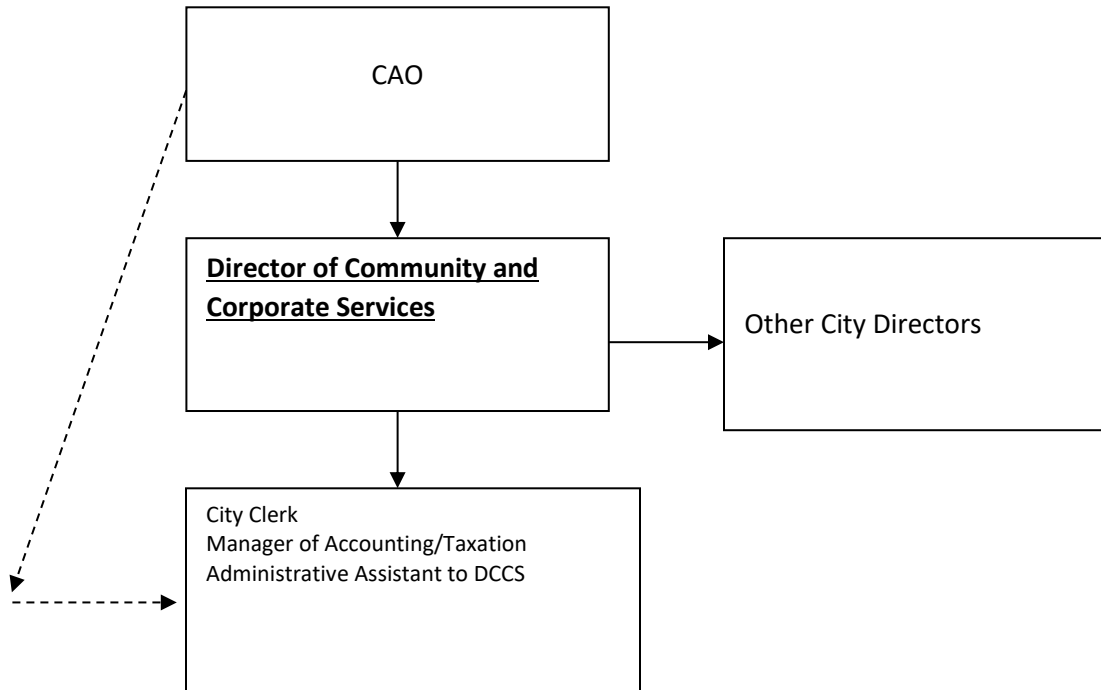
Position Classification

(Where this position fits)

Position Title: Director of Corporate Services	Division:
Department: Corporate Services	Classification: Director
Positions Supervised Directly: Manager of Revenue and Taxation Manager of Legislative Services/City Clerk Administrative Assistant to DCS	Reports to (Direct): CAO
Effective Date:	Positions Supervised Indirectly: Finance and Clerks staff Community Services staff
Salary Grade:	Revision Date:
	Hours per Week: 35 hours

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Once the job description has been completed, ensure the Director/CAO has reviewed the job description, discussed any points and/or comment that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Employee's Signature: | _____

Date: _____

Manager's Signature: _____

Date: _____

Director's Approval: _____

Date: _____

CAO's Approval: _____

Date: _____