



CORPORATION OF THE MUNICIPALITY OF CALVIN

FULL TIME PERMANENT EMPLOYMENT OPPORTUNITY

JOB TITLE: CAO/Clerk-Treasurer

REPORTS DIRECTLY TO: Council

SALARY: \$ 110,000- \$130,000 annually, depending on experience

POSITION SUMMARY:

The Chief Administrative Officer/Clerk-Treasurer is the most senior management position in the Municipality. This position provides the key link between Council and the Staff of the Municipality. As such, the CAO/Clerk-Treasurer is responsible for delegation of certain duties to employees of the Municipality.

As the Chief Administrative Officer, this position is responsible for exercising general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operations.

As the Clerk-Treasurer, this position is responsible for performing statutory duties as outlined in the Municipal Act, 2001.

As the most senior management position, the CAO/Clerk-Treasurer is expected to provide advice to Council and the Committees of the Municipality and to implement and administer the objectives, policies and programs as established and approved by Council.

The CAO/Clerk-Treasurer ensures the existence of guidelines for all employees and employers as required under the Ontario Occupational Health and Safety Act and, as with all employees, is responsible for following applicable legislation under this Act or other Acts designed to protect personal health and the health of others as governed by the Municipal Health and Safety Policy.

Notwithstanding any provision contained therein, references to employee performance management, hiring, termination, labour relations, compensation, and other human resources authorities are not delegated by Council until otherwise notified. The successful applicant will be expected to maintain continuity of municipal operations, provide strategic and legislative advice to Council, oversee financial administration, and supervise day-to-day operations within the limits of Council's delegated authority, but without independent authority to make employment decisions.

DUTIES AND KEY RESPONSIBILITIES:

As Chief Administrative Officer

- Acts as the main policy advisor to Council;
- Recommends and formulates policies for Council's consideration and implements those Council approves;
- Communicates and interfaces with the Mayor and Members of Council as the primary channel of communications between Council, Staff and the General Public on administrative matters;
- Organizes and monitors the effective and efficient implementation of Council policies and programs;
- Provides leadership and direction to employees of the Municipality, a unionized environment, including the effective direction and management of human resources;
- Recommends to Council the appointment, employment, suspension, or dismissal of all full-time employees, recognizing the appropriate procedures specified for those employees covered by legislation and municipal by-laws or policies;
- Ensures training and performance review programs are carried out in accordance with approved guidelines and policies;
- Acts as the benefits administrator for the Municipality benefit programs relating to pension, medical and dental benefits;
- Ensures the efficient, economical, and effective organization and administration of the Municipality with the direction of Council;
- Is the direct supervisor of other positions as well as management staff;
- Currently the position is supported by a deputy clerk, administrative assistant, public works superintendent, fire chief;
- Adheres to, and ensures adherence by other Municipality Staff, to all Municipality policies and procedures;
- Ensures the safety, maintenance, and management of equipment and material resources related to municipal operations;
- Conducts periodic reviews of the organization's structure and recommends any changes to Council;
- Coordinates the development and implementation of short- and long-term operating plans and strategies for the Municipality;
- Direct the focus of the corporate administration to accomplish the approved plans for the year;
- Keep fully informed of all department operations through frequent meetings with Department Heads for coordination of activities and formulation of recommendations concerning policies, plans, budgets and the effective implementation of these;
- Participates in interdepartmental and intergovernmental projects as required;
- Attends all meetings of Council and Committees, makes observations, advises and responds to questions as required on behalf of administration;
- Researches and prepares recommendations to Council relating to municipal operations and proposes legislation or resolutions to address these;
- Draft and review by-laws, policies and recommendations for Council's consideration;
- Ensures that adequate insurance coverage is in place;
- Ensures the maintenance and confidentiality of all documents of the Municipality as required by regulation or other law or policy;
- Performs other duties required by Council which are in keeping with the duties of this position.

As Clerk

- Ensures that agendas are prepared and distributed in a timely manner with the appropriate background information;
- Ensures the minutes of Council and Committee meetings accurately reflect the proceedings and resulting decisions;
- Ensures records, by-laws, and municipal documentation are properly kept and maintained and that retrieval systems are in place for all important papers and documents;
- Prepares briefs, correspondence, agreements and advertisements as well as other documents required to ensure the effective communication from Council to internal and external audiences;
- Coordinates the compilation of notices that are included in mailings, publications in media, or posted on the Municipality website;
- Reviews all by-laws and resolutions and provides recommendations to Council;
- Ensure corporate compliance with all relevant statutory and regulatory requirements;
- Acts as the Freedom of Information coordinator for the Municipality;
- Ensures the statutory duties of the Clerk are performed including those of Election Returning Officer, Commissioner of Oaths;
- Performs other duties required by Council which are in keeping with the duties of this position.

As Treasurer

- Ensures the formulation, administration, and presentation of the annual and capital budgets for the Municipality;
- Ensures that all accounting and financial records of the Corporation are maintained accurately and in accordance with generally accepted accounting principles for Ontario Municipalities (PSAB);
- Provides final approval for expenditures as authorized by Council through the annual budget and municipal policy;
- Coordinates municipal banking services including investments, deposits, transfers, reconciliations, interact, and telephone/computer payments;
- Coordinate the annual municipal financial statement audit and other audits that may be required from time to time;
- Ensures the proper claims administration of all grants and joint funding arrangements;
- Prepares and reconciles employment grant applications with the appropriate Department Head;
- Considers financial implications of recommendations prepared for Council's consideration;
- Ensures remittance and accurate reconciliation of education levies;
- Ensures the statutory duties of the Treasurer are performed;
- Administers the procedures under the Municipal Tax Sales section of the Municipal Act 2001;
- Ensures the functions of accounting, taxation, payroll, accounts receivable, and accounts payable remain current;
- Performs other duties required by Council which are in keeping with the duties of this position;
- Current budget amount: approximately \$2million.

QUALIFICATIONS:

- College/University education in business administration, finance or accounting discipline, as well as Association of Municipal Clerks and Treasurers/Certified Municipal Officer's Designation or an equivalent combination of education and relevant experience;
- Minimum of 5 years' experience in municipal management roles of which three (3) years have been in a senior municipal supervisory position in government operations, particularly in finance;

- Thorough knowledge of municipal administration, finance and accounting;
- Extensive knowledge of local government operations including public works, waste management, recreation and emergency services;
- Advanced level computer skills (i.e.: MS Office Suite, asset management software);
- Completion of the Municipal Accounting and Municipal Tax Administration courses would be an asset;
- Thorough knowledge of municipal accounting, financial controls and Provincial legislation as it pertains to municipal finance, property taxation and general government;
- Advanced knowledge of Provincial Statutes and Regulations as they may apply to the positions of CAO/Clerk-Treasurer and the municipal Corporation in general;
- Excellent planning and organizational and time management skills to handle heavy workload and to meet rigid deadlines;
- Excellent oral and written communication skills when responding to the media with information or acting as spokesperson;
- Excellent negotiation skills when working with consultants, contractors, auditors, and legal services for the discussion of a wide range of municipal matters;
- Excellent interpersonal skills are required to interact with Council, Committee Members, staff, members of the public, and senior government officials;
- Able to develop and foster a positive relationship with colleagues in other municipalities;
- Possess a sound knowledge of municipal services and operations;
- Possess a high level of initiative and independent judgement when providing leadership and direction to employees, acting as main policy advisor for the Corporation.

WORKING CONDITIONS

- High public profile, within the community
- Work subject to interruptions
- Good manual dexterity to operate computer and other office equipment, as required.
- Ability to work for long periods of time at a computer terminal.
- Work schedule is subject to shifting priorities of Council, changing Councils and deadlines imposed by legislation or municipal policy, and which may require work beyond the regular work schedule to meet deadlines and attend meetings.

WORKING RELATIONSHIPS

Internal

- Takes direction from, and provides advice to, Council;
- Provides leadership, guidance and direction to other staff regarding all areas of municipal operation;
- Number of current staff: 13

External

- Responsible for communicating with the public, media and other governments as required.

IMPACT OF ERROR

- Recognizes that errors could add significantly to municipal costs, and create poor relations between the municipality and the public as a whole;
- Recognizes that errors could lead to legal issues;

- The frequency of errors to be minimized by continual diligence and communication with other staff; Council and with regulatory bodies as required.
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QUALIFIED CANDIDATES ARE INVITED TO SUBMIT THE FOLLOWING PRIOR TO NOON JULY 21ST, 2026 BY EMAIL TO CLERK@CALVINTOWNSHIP.CA OR IN-PERSON 1355 PEDDLERS DRIVE, MATTAWA ON P0H 1V0:

- A cover letter outlining their interest in the position and demonstrating how their qualifications, experience, and leadership skills meet the requirements of the Chief Administrative Officer/Clerk-Treasurer position.
- A current resume detailing relevant education, professional designations, and progressively responsible experience in municipal administration.
- The earliest available start date.

The successful candidate will be required to provide proof of eligibility to work in Canada and satisfactory references as a condition of employment.