



RED ROCK

A Superior Treasure

Red Rock Municipal Office
42 Salls Street, Box 447
Red Rock, ON P0T 2P0
(807) 886-2245

Position Title: Chief Administrative Officer/Clerk/Treasurer

Reporting Relationship: Reports to Council

Purpose and Scope:

As Chief Administrative Officer (CAO), Clerk, and Treasurer, this position serves as Council's lead employee and the senior administrative officer for the Township of Red Rock. The CAO/Clerk/Treasurer is responsible for the overall management, leadership, and coordination of all municipal operations and staff, ensuring the effective implementation of Council's policies and programs in accordance with applicable legislation, by-laws, and regulations.

As Treasurer, the incumbent is responsible for the financial management of the Township, including the administration of accounting, budgeting, taxation, payroll, purchasing, and reporting functions.

The position combines the statutory duties of the CAO, Clerk, and Treasurer as prescribed under the Municipal Act, 2001, the Municipal Elections Act, the Municipal Freedom of Information and Protection of Privacy Act, and other relevant legislation.

Duties and Responsibilities:

As Chief Administrative Officer:

- Lead, direct, and coordinate all departments of the Township in developing, implementing, and administering objectives, policies, and programs as approved by Council.
- Oversee the efficient, economical, and effective organization and administration of all departments, boards, and commissions under Council's direction.
- Develop and implement both short-term and long-range operating plans and strategies for the Township.
- Prepare and present recommendations to Council regarding departmental operations, legislative requirements, and organizational priorities.

- Supervise department heads and staff, ensuring effective communication, cooperation, and adherence to Township policies.
- Manage all human resources matters including recruitment, performance evaluation, discipline, and training, in accordance with employment policies and collective agreements.
- Represent the Township and Council to the public, community groups, other levels of government, and the media.
- Attend all Council and Committee meetings, prepare related reports, and ensure that Council decisions are communicated and implemented.

As Clerk:

- Act as corporate secretary to Council, ensuring accurate recording, preparation, and distribution of minutes, by-laws, and policies.
- Advise Council and staff on procedural matters and statutory obligations.
- Maintain the official records of the municipality, including by-laws, agreements, and policies.
- Administer municipal elections in accordance with the Municipal Elections Act.
- Act as Freedom of Information Coordinator under the Municipal Freedom of Information and Protection of Privacy Act.
- Ensure Council's decisions and policies are effectively communicated to the public.

As Treasurer:

- Manage the financial affairs of the Township in accordance with the Municipal Act, 2001 and applicable accounting standards.
- Prepare and administer annual operating and capital budgets for Council approval.
- Oversee all financial reporting, including monthly and annual financial statements, and ensure compliance with statutory and audit requirements.
- Maintain and monitor the Township's general ledger, bank accounts, investments, and reserves.
- Oversee taxation, assessment, accounts payable/receivable, and payroll functions.
- Develop financial forecasts, cash flow projections, and multi-year financial plans.
- Ensure the collection of revenues and the payment of authorized expenditures.
- Advise Council and its committees on financial matters, funding strategies, and grant opportunities.
- Liaise with auditors, financial institutions, provincial and federal ministries, and other relevant bodies.
- Establish and maintain internal controls and financial policies that ensure accountability and transparency.

Knowledge and Skill Requirements:

- Post-secondary education in Public Administration, Accounting, Business, or a related field.
- Minimum of five (5) years of senior management experience in municipal administration and finance.
- Demonstrated knowledge of municipal governance, financial management, budgeting, and accounting practices.
- Strong leadership, interpersonal, and team-building abilities.
- Effective written and verbal communication skills.
- Working knowledge of relevant legislation, including the Municipal Act, 2001, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, and Assessment Act.
- Sound judgement, discretion, and ability to handle confidential information.

Working Conditions:

- Office-based position requiring attendance at evening and weekend meetings as needed.
- Subject to frequent interruptions and periods of high workload.
- Regular contact with members of the public, Council, and other levels of government.

Control and Accountability:

- Reports directly to Council.
- Subject to Council policy direction, provincial legislation, and annual audit.
- Responsible for ensuring the integrity and transparency of all municipal operations and financial activities.