

CORPORATION OF THE TOWNSHIP PRINCE

BY-LAW #2002-17

**BEING a by-law to amend By-laws 93-8, 94-16,
96-3 and 96-14 with respect to job descriptions**

THE COUNCIL OF THE TOWNSHIP OF PRINCE ENACTS THE FOLLOWING:

1. By-law 93-8, being a by-law to appoint a Clerk-Treasurer/Administrator, is amended by:
 - a. deleting clause 2 in its entirety
 - b. deleting clauses 3 b and 3 c
 - c. adding as clause 2:
"That the Clerk Treasurer Administrator shall, in addition to those duties imposed by statute, execute the duties outlined in Schedule "B" attached hereto and forming part of this by-law"
2. By-law 94-16, being a by-law to appoint a Chief Building Official is amended by:
 - a. deleting Schedule "A" attached thereto and replacing the same with Schedule "A" attached to and forming part of this by-law
3. By-law 96-14, being a by-law to appoint a By-law Enforcement Officer, is amended by:
 - a. deleting Schedule "A" attached thereto and replacing the same with Schedule "A" attached to and forming part of this by-law
4. By-law 96-3, being a by-law to appoint a Road Superintendent, is amended by:
 - a. adding the following as clause (6) The duties of the Road Superintendent shall be as set out on Schedule "C" attached to and forming part of this by-law
5. By-law 99-5, being a by-law to appoint a Deputy Clerk, is amended by:
 - a. adding the following as clause (4) The duties of the deputy clerk shall be as set out on Schedule "D" attached to and forming part of this by-law.
6. The Job Description for the position of Road Labourer shall be as set out on Schedule "E" attached hereto and forming part of this by-law

This by-law takes effect on the final date of passing.

PASSED in open Council this 10th of December, 2002


Reeve


Administrator

TOWNSHIP OF PRINCE
SCHEDULE "A" to BY-LAW 2002-17
being a replacement of Schedule "A"
attached to and forming part of By-laws 94-16 and 96-14

POSITION DESCRIPTION

POSITION: Building Inspector/Bylaw Enforcement and Provincial Offences Officer

RESPONSIBLE TO: CAO/Administrator

SUMMARY OF FUNCTION:

The Building Inspector/Bylaw Enforcement and Provincial Offences Officer is a combined position of these two distinct areas of responsibility. The primary responsibility of the Building Inspector is to enforce the Building Code and the comprehensive zoning bylaw of the municipality. The primary responsibility of the Bylaw Enforcement and Provincial Offences Officer is to enforce the penal by-laws of the municipality, to respond to all complaints and to conduct field investigations of potential violations, and to represent the municipality at all legal proceedings arising from the enforcement of provincial statutes under the Provincial Offences Act.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Appropriately enforcing the Building Code and the comprehensive zoning bylaw of the municipality.

Demonstrated by:

1. Enforcing the Building Code and comprehensive zoning by-law of the municipality, including administration of permit functions, application, fee assessment and collection
2. Issuing building permits, demolition permits, occupancy permits in accordance with the Ontario Building Code, the National Building Code and the by-laws of the municipality
3. Determining and assigning correct civic numbers for new residential buildings
4. Examining building plans of all types to determine compliance with code requirements and related regulations
5. Coordinating plan reviews, inspections and enforcement actions
6. Explaining, interpreting and providing guidance regarding applicable codes to property owners and contractors, including onsite inspections
7. Researching problems and complaints regarding commercial and residential buildings, building construction and code compliance
8. Conducting on site inspections as required by statute
9. Attending regular meetings of Council and provide a report on permits issued and any other activities
10. Carrying out any policies and instructions of Council with respect to the Building Department

Outcome:

1. All construction and renovations in the Township are completed with the appropriate permits issued

COMPETENCY 2: **Appropriately enforcing the penal by-laws of the municipality, to respond to all complaints and to conduct field investigations of potential violations, and to represent the municipality at all legal proceedings arising from the enforcement of provincial statutes under the Provincial Offences Act.**

Demonstrated by:

1. Enforcing penal by-laws of the municipality, including periodic patrols or inspections
2. Conducting field investigations of potential violations, gathering of evidence, questioning or interrogating complainants, witnesses and suspects, comparison of facts to code requirements, making findings, issuing warnings, correction notices or citations
3. Providing information to persons requesting assistance in code enforcement related matters
4. Responding to all complaints within twenty-four hours, investigating same, proceeding under Part I or Part II of the Provincial Offences Act as requested
5. Representing the municipality at all legal proceedings arising from the enforcement of provincial statutes under the Provincial Offences Act
6. Attending court as a prosecution witness as required
7. Coordinating efforts with police agencies
8. Maintaining a variety of logs and records related to inspection and enforcement activities, preparation of recommendations for amendments and additions to codes or regulations
9. Referring complainants with complaints not under the jurisdiction of the By-law Enforcement Officer to proper agencies

Outcome:

1. Bylaws are appropriately enforced in a timely and effective manner
2. Complaints are addressed in a timely and effective manner

COMPETENCY 3: **Effective internal relations with other employees.**

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a professional manner

Outcome:

1. Effective relationships are established and maintained with all employees

COMPETENCY 4: Effective external relations with outside contractors and the residents of the Township of Prince.

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a respectful, professional manner
4. Responding appropriately to general inquiries
5. Resolving customer service issues and complaints and maintaining records and documents of these issues

Outcomes:

1. Effective relationships are established and maintained
2. The Township's business reputation continually improves

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High School diploma; and
2. Six months to one year related experience and/or;
3. Equivalent combination of education and experience;
4. High level of mechanical and technical skills;
5. Ability to develop financial proposals that identify the costs for equipment and supplies purchase, repairs and maintenance costs),
6. Excellent leadership skills including organization, time management, communication and interpersonal skills
7. Good understanding of the Ministry of Transportation of Ontario policies that affect Municipal Public Works.

LANGUAGE SKILLS:

1. Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals and relevant legislation
2. Be able to write routine reports and correspondence

REASONING ABILITY:

1. Ability to apply good sense and understanding to carry out instructions furnished in written, oral, or diagram form

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
3. Working independent of others and with minimal direction
4. Working collaboratively as a member of a group/team

ESSENTIAL DUTIES:

1. Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment

Date Developed/Revised: 
Approved By: 
Approved Date: 

10 September 2002
Rachel Tyczinski
__ September 2002

TOWNSHIP OF PRINCE
SCHEDULE "A" to BY-LAW 2002-17
being a replacement of Schedule "B"
attached to and forming part of By-laws 93-8

POSITION DESCRIPTION

POSITION: Chief Administrative Officer/Administrator

RESPONSIBLE TO: Township Council

SUMMARY OF FUNCTION:

The CAO/Administrator has oversight responsibilities for the Township of Prince including the overall direction and effective administration, ensuring high-quality, customer-oriented service. The CAO/Administrator reports to Council and accomplishes her role through implementation of by-laws, directives, policies and procedures and within approved budgetary guidelines. The CAO/Administrator demonstrates vision along with an ability to creatively design plans for new and improved services; functions as a liaison on behalf of Council with government officials, other organizations and the public and utilizes people management skills including an understanding of how people work and learn best to achieve results within the organizational system.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Through participation in Strategic Planning, gives vision, meaning, direction and focus to the organization.

Defined By:

1. Working collaboratively with the Council and under their direction to develop the Strategic Plan and with other staff to implement the operational plan.

Demonstrated By:

- Strong conceptual skills with which fundamental strategic issues and opportunities are addressed in the various services, programs and projects
- Strong understanding of political, legislative, environmental and macro-economic trends and how they might impact the Township
- Well-researched service issues, trends and opportunities along with regular and annual reports to Council demonstrating each service's objectives and outcomes along with recommendations to improve quality, service/program/project delivery effectiveness and efficiencies
- Properly administering and implementing the planning policies of the municipality

- **Providing services and advice respecting short and long range planning and development**

Outcome:

1. **The operational/business plan is developed and implemented based on the approved Strategic Plan.**

COMPETENCY 2: **In operational planning is able to think in terms of systems and knows how to lead a system.**

Defined By:

2. **Recognizing and understanding the integration of the organizational system and the accountability for all components including physical and general operations, human resources, new and improved service development**
3. **Adhering to the policies and directives of Council**
4. **Recognizing opportunities for program and service expansion**
5. **Ability to plan for and direct the ongoing development, implementation and maintenance of effective, efficient and high-quality organizational services, programs and projects**

Demonstrated By:

1. **A leadership style capable of developing and sustaining a cohesive organization with high standards of performance**
2. **Sound business instincts including analytical and evaluative skills**
3. **Fulfillment of all responsibilities in accordance with the requirements of the organizational system including bylaws, standards, policies and applicable legislation**
4. **An understanding of the variability of work in planning, problem solving and service delivery**
5. **Coordinating civic administration according to the policies and plans approved and established by Council**
6. **Coordinating and directing the preparation of plans and programs to be submitted to the Council for the construction, maintenance, development and improvement of civic properties, facilities and services**
7. **Coordinating, directing and supervising the implementation of all programs approved by the Council**
8. **Compiling, considering, preparing and presenting pertinent and inclusive reports to Council on a regular basis, of all relevant matters to the Council for adoption, recommendations arising from departmental operations**
9. **Proposing by-laws and resolutions to give effect to such recommendations as are adopted by the Council, with the advice and assistance of the municipality's solicitor**
10. **Attending all Council meetings as a non-voting representative with the right to speak, with the consent of the presiding officer**

11. Performing the statutory duties of the Municipal Clerk and of the of the Municipal Treasurer under the Municipal Act and other Acts
12. Managing the municipal elections as required under the Municipal Elections Act
13. Maintaining zoning by-laws and the Official Plan, including providing required information and certifications
14. Performing other related duties from time to time as assigned by Council
15. Processing all documents and notices required under the Planning Act, including, conducting appropriate research and preparation of reports, scheduling of hearings, preparation of decisions and minutes, monitoring notice and appeal periods
16. Processing various documents and reports for Council by:
 - a) Conducting necessary research and analysis of findings
 - b) Organizing agendas, preparing background material and reports
 - c) Processing formal receipt and responses to correspondence
 - d) Preparing a variety of statistical reports
 - e) Responding to requests for information

Outcomes:

1. Effective and efficient utilization of staff, technology and revenue
2. Existing services continually improve demonstrating efficiencies, effectiveness and high standards
3. The operational/business plan demonstrates processes to achieve mandated results of Council's approved Strategic Plan
4. A high level of employee satisfaction is achieved and maintained

COMPETENCY 3: Through Financial Management ensures deficit-free operations, financial efficiencies and effectiveness.

Defined By:

1. Determining resources required for efficient and effective operational systems and deployment of same
2. Managing costs through increased efficiencies, through technology and through effective operational practices

Demonstrated By:

3. Developing annual operating budget based on policies, procedures and guidelines and seeks approval
1. Producing and submitting to Council of quarterly financial and operational reports for each service
2. Utilization of resources in accordance with bylaws
3. Analyzing and evaluating all services and overall operations

4. **Establishing and maintaining accounting systems**
5. **Preparing, compiling and presenting to Council, the annual estimates of revenues and expenditures and the capital budget**
6. **Exercising general financial control over all civic departments in accordance with approved appropriations**
7. **Controlling all civic purchasing**
8. **Submitting all accounts in statement form at meetings of the Council for approval**
9. **Presenting at least quarterly to Council, reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures**
10. **Timely reporting to Council of budget variances and rationale along with development and implementation of action plans to correct negative variances**
1. **Controlling all civic financial investments**
2. **Advising Council with respect to federal/provincial funding structures (eligibility criteria, cost sharing arrangements and enabling legislation, liaison with appropriate agencies, preparation of necessary documentation)**
3. **Calculating grants receivable, including payments in lieu of property taxes**
4. **Maintaining accurate payroll records, including remittances to Revenue Canada, Workplace Safety Insurance Board, OMERS, etc., prepare Record of Employment as necessary and T-4s**
5. **Appropriately managing the property tax system including:**
 - a) **Controlling all accounting transactions for property taxation**
 - b) **Calculating property taxes payable and effecting billings in accordance with annual tax rate by-law, including preparation of all tax bills**
 - c) **Balancing all tax accounts monthly and calculation of interest penalties**
 - d) **Receipting tax payments, issue receipts and postings of particulars to tax accounts**
 - e) **Preparing bank deposits**
 - f) **Implementing all changes to tax accounts resulting from assessment, budget and legislative changes, tax adjustments, abatements and write offs**
 - g) **Preparing supplementary tax bills**
 - h) **Calculating and recording cancellation, reduction and refund of property taxes as required by legislation**
 - i) **Preparing tax arrears listing, outstanding taxes and tax arrears notices to delinquents**
 - j) **Managing tax verifications and tax certificates**
 - k) **Conducting tax sale procedures as set out in legislation**
 - l) **Explaining the tax system to the public**
6. **Managing annual financial responsibilities including:**
 - a) **Preparing year-end closing and adjustment journal entries**

- b) Coordinating the performance of the annual audit
- c) Preparing year end Performance Measurement statements

Outcomes:

1. The Township realizes deficit-free operations and maximum financial effectiveness
2. The Township realizes appropriate cash flow for ongoing operations
3. Residents gain a better understanding of the property tax system

COMPETENCY 4: Creates a successful organization utilizing well developed leadership skills and abilities

4. Understands the purpose of the organizational system and its interdependencies and through this understanding, effectively manages and leads the organizational change process

Demonstrated By:

5. The ability to work cooperatively and effectively with all people in the organization and the Council, all clients, government officials and the public
6. The ability to nurture, develop and motivate talent within the organization that ensures high productivity, high quality work and excellence in customer satisfaction
7. Understanding and compliance with applicable legislation impacting the organization
8. Maintaining all computer systems and overseeing the implementation of the Community Access Program for public internet use

Outcome:

1. Effective ongoing change within the organization that respond to customer needs now and in the future

COMPETENCY 5: Recognizes the value of people through effective Human Resources Management.

Defined By:

2. Understands relationships and is able to nurture relationships and to encourage others in the organization to form and nurture relationships
3. Ensures appropriate recruitment, orientation, ongoing training and performance appraisals of all employees

Demonstrated By:

1. Relationships with employees and Council are based on respectful

- listening, respectful treatment, and an understanding of trust and behaviour of people
2. An understanding of the interdependence and interaction between systems, variation, learning and human behaviour
 3. Employees that are knowledgeable and experienced to meet the requirements of their positions
 4. Appropriately supervising all civic officers and employees in the performance of their duties
 5. Meeting with employees regularly for discussion of matters of policy approved by Council for coordination of all departmental activities
 6. Ongoing training that is promoted and provided based on an understanding of the variability of work in planning and problem-solving; how employees learn, develop and improve
 7. Carrying out performance appraisals in accordance with policy
 8. Advising Council of the appointment, employment, suspension or dismissal of any civic employee
 9. Positive/staff/management relations
 10. Understanding of and compliance with applicable legislation

Outcomes:

1. Positive relationships with staff and Council
2. Appropriate staff for the work required

COMPETENCY 6: Understands and facilitates effective relationships with the Reeve and Councillors

Defined By:

1. Advises and recommends to Council new policies, operational plans and organizational objectives
2. Communicates effectively with the Reeve and Councillors

Demonstrated By:

1. Ensuring adequate preparation for and attendance at Council meetings and committee meetings, with appropriate delegation for attendance at meetings
2. Ensuring that adequate resources, necessary materials and documents are available for Council and committee meetings
3. A responsive manner with reports to Council on all relevant issues and topics including: operations, new policy requirements, recommended changes to new or existing services, emerging trends and potential service opportunities
4. Positive, effective working relationship with the Reeve and Councillors
5. Regularly communicating with the Reeve between Council meetings to ensure effective information sharing

Outcomes:

1. Council is able to make informed decisions in a timely and proactive manner
2. Effective working relationship and communication exists between the CAO/Administrator and the Reeve and Councillors

COMPETENCY 7: Effective external relations with local Boards and agencies, other municipalities, the provincial and federal governments and the residents of the Township of Prince.

Demonstrated By:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Listening carefully to others
- Communicating in a respectful, professional manner
- Functioning effectively as administrative liaison with local boards and agencies, other municipalities, the provincial and federal governments
- Responding appropriately to general inquiries

Outcomes:

- Effective relationships are established and maintained
- The Township's business reputation continually improves

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. Post-secondary degree/diploma in Management/Administration is required at a minimum
 2. Three to five years experience in a senior management or CEO/Administrator level position
 3. Experience working with a Council or Board
 4. Ability to work independently; collaboratively as a member of a management team
- Excellent leadership skills and knowledge of relevant legislation
 - Excellent organizational, time management, communications and interpersonal skills

- Proficiency utilizing various software programs including accounting and word processing programs and the general troubleshooting of the LAN

LANGUAGE SKILLS:

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals and relevant legislation
- Be able to write complex reports and correspondence, including financial and operating reports

REASONING ABILITY:

- Ability to apply good sense and understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to exercise sound judgement, reasoning and analytical skills

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working alone in the performance regular daily functions that are completed independent of others and through interaction with others
- Working collaboratively as a member of a group/team
- Pressures to meet deadlines and schedules

ESSENTIAL DUTIES:

1. Manual dexterity – use of hands to operate computer and other work related office equipment

Approved By Council: 

Date:

10 Dec 2002

**TOWNSHIP OF PRINCE
SCHEDULE "C" to BY-LAW 2002-17
being an amendment to By-law 96-3**

POSITION DESCRIPTION

POSITION: Road Superintendent

RESPONSIBLE TO: CAO/Administrator

SUMMARY OF FUNCTION:

The Road Superintendent is responsible for all aspects of the planning and supervision of road construction and maintenance. The Road Superintendent is also responsible for the preparation of estimates of expenses related to construction projects, maintenance projects and purchase or maintenance of township equipment and supplies. The Road Superintendent is directly responsible for the supervision of the Road Labourer(s) and any student or volunteer workers involved in Township projects, and indirectly responsible for supervising the work of contractors, to ensure all work is carried out in compliance with Occupational Health and Safety requirements and practices.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Responsible for all aspects of the planning and supervision of road construction and maintenance.

Demonstrated By:

1. Regular monitoring of road conditions of all roads within the township
2. Planning and supervising the construction and maintenance of all roads within budgetary requirements through:
 3. Patching, grading, surface treatment, brushing, tree removal, bridge and culvert maintenance and dust control
4. Ability to recognize and respond to emergencies related to road conditions
5. Issuing culvert permits
6. Monitoring and predicting weather conditions
7. Monitoring the flow of waterways (beaver dams)
8. Locating potential problems and making necessary repairs before they become safety hazards or an inconvenience to the public (pot holes, fallen trees, etc.)
9. Operating the grader
10. Ordering and installing public signage (stop signs, yield signs, etc.)
11. Developing recommendations for maintenance and construction forecasts for the purchase of supplies and equipment and submitting them to the Administrator for consideration by Council
12. Preparing estimates for submission to the Administrator for budget purposes
13. Maintaining and repairing of Township truck and grader

14. Attending at Council meetings on a monthly basis and/or as requested**Outcomes:**

1. Township roads are appropriately maintained within budgetary guidelines
2. Township equipment is maintained in good working order
3. CAO/Administrator is kept informed of maintenance and equipment needs and budgetary requirements for addressing these needs
4. Customer satisfaction is improved

COMPETENCY 2: Appropriately supervises the Road Labourer(s) and any student or volunteer workers and outside contractors involved in Township projects.

Demonstrated By:

1. Relationships with employees and outside contractors are based on respectful listening, respectful treatment, and an understanding of trust and behaviour of people
 2. Ensuring that all work is carried out in compliance with Occupational Health and Safety requirements and practices
 3. Appropriately supervising the work done by the Road Labourer(s) in park and cemetery maintenance and in the recycling program
 4. Recognizing and planning for ongoing training needs that help employees learn, develop and improve
1. Understanding of and strict compliance with applicable legislation, especially the Occupational Health and Safety Act
 2. Ensuring all workers, including the Road Labourer(s), students and volunteers and outside contractors, adhere to strict compliance with the Occupational Health and Safety Act

Outcomes:

1. Positive relationships with staff and contractors
2. Appropriate workers utilized for the work required
3. Workplace Accidents/injuries are minimized

COMPETENCY 3: Effective internal relations with other employees, the CAO/Administrator and the Reeve and Council members.

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a professional manner

Outcome:

1. **Effective relationships are established and maintained with all employees, the Reeve and Council members**

COMPETENCY 4: **Effective external relations with outside contractors and the residents of the Township of Prince.**

Demonstrated By:

1. **Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion**
2. **Listening carefully to others**
3. **Communicating in a respectful, professional manner**
4. **Responding appropriately to general inquiries**

Outcomes:

1. **Effective relationships are established and maintained**
2. **The Township's business reputation continually improves**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. **High School diploma; and**
2. **Six months to one year related experience and/or training (including supervisory experience); or**
3. **Equivalent combination of education and experience;**
4. **High level of mechanical and technical skills;**
5. **Ability to develop financial proposals that identify the costs for equipment and supplies purchase, repairs and maintenance costs),**
6. **Excellent leadership skills including organization, time management, communication and interpersonal skills**
7. **Good understanding of the Ministry of Transportation of Ontario policies that affect Municipal Public Works;**
8. **Valid driver's license as required to operate Township vehicles.**

LANGUAGE SKILLS:

1. **Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals**

2. Be able to write routine reports and correspondence

REASONING ABILITY:

1. Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
3. Working independent of others and with minimal direction
4. Working collaboratively as a member of a group/team
5. Working overtime hours may be required by the Employer in exceptional circumstances to ensure that seasonal operations are not interrupted

ESSENTIAL DUTIES:

1. Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment

Date Developed/Revised:
Approved By:
Approved Date:

10 September 2002
Rachel Tyczinski
__ September 2002

**TOWNSHIP OF PRINCE
SCHEDULE "D" to BY-LAW 2002-17
being an amendment to By-law 99-5**

POSITION DESCRIPTION

POSITION: Secretary/Receptionist (Deputy Clerk)

RESPONSIBLE TO: CAO/Administrator

SUMMARY OF FUNCTION:

The Secretary/Receptionist answers incoming calls and receives visitors at office in a courteous, professional manner, determining the nature of business, servicing and directing callers and visitors appropriately. The Secretary/Receptionist also performs various general clerical and secretarial duties. In the absence of the CAO/Administrator, the Secretary/Receptionist acts as Deputy Clerk to perform statutory functions such as attending at Council meetings and execution of documents.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Answers incoming calls and receives visitors at office, in a courteous, professional manner, determining the nature of business, and servicing and directing callers and visitors appropriately.

Demonstrated by:

1. Obtaining pertinent information and either directing caller to appropriate person or recording name, phone number, time of call, nature of business, and person called upon
2. Responding effectively to requests for information that are general inquiries
3. Ability to provide general information regarding municipal by-laws and policies
4. Ability to generally explain property tax system to the public

Outcome:

1. Callers and visitors feel welcome
2. Customer satisfaction is improved

COMPETENCY 2: Performs various general clerical and secretarial duties.

Demonstrated by:

1. Collecting and distributing mail and messages
2. Providing secretarial support to the Administrator including typing memos, correspondence, reports, and other documents, as assigned
3. Filing, photocopying, mailing
4. Maintaining accurate records of ownership, address and mortgage changes
5. Issuing dog licenses and maintaining dog license register
6. Receipting tax payments
7. Producing tax certificates
8. Preparing bank deposits
9. Ordering office supplies/books/materials and maintaining supply levels
10. Maintaining inventory of office supplies
11. Providing minor maintenance of office equipment

Outcome:

1. Project and assignment deadlines are met
2. Records are appropriately maintained
3. Resources are organized and readily accessible to staff

COMPETENCY 3: Effectively functions as Deputy Clerk to perform statutory functions in the absence of the CAO/Administrator.

Demonstrated by:

1. Attending at Council meetings in the absence of the CAO/Administrator
2. Executing documents in the capacity of Deputy Clerk

Outcome:

1. All statutory duties are carried out appropriately and effectively in the absence of the CAO/Administrator

COMPETENCY 4: Effective internal relations with other employees, the CAO/Administrator, the Reeve and Council members.

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a professional manner

Outcome:

1. Effective relationships are established and maintained with all employees, the Reeve and Council members

COMPETENCY 5: Effective external relations with callers, visitors and the residents of the Township of Prince.

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a respectful, professional manner
4. Responding appropriately to general inquiries

Outcomes:

1. Effective relationships are established and maintained
2. The Township's business reputation continually improves

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. Business diploma/equivalent from two-year college or technical school; or
2. Six months to one year related experience and/or training; or
3. Equivalent combination of education and experience
4. Experience with Windows applications including Word, Word Perfect, Excel
5. Excellent organization, time management, communication and interpersonal skills

LANGUAGE SKILLS:

1. Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals
2. Be able to write routine reports and correspondence

REASONING ABILITY:

1. Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
3. Working independent of others and with moderate direction
4. Working collaboratively as a member of a group/team

ESSENTIAL DUTIES:

1. Manual dexterity – use of hands to operate computer and other work related office equipment

Date Developed/Revised:  10 September 2002
Approved By: Rachel Tyczinski
Approved Date: ___ September 2002

TOWNSHIP OF PRINCE
Schedule "E" to By-law 2002-17

POSITION DESCRIPTION

POSITION: Road Labourer

RESPONSIBLE TO: Road Superintendent

SUMMARY OF FUNCTION:

The Road Labourer is responsible for assisting in all aspects of road construction and maintenance, under the direction of the Road Superintendent.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Responsible for assisting in all aspects of road construction and maintenance.

Demonstrated by:

1. Maintaining of all roads within budgetary requirements through:
 2. Patching, grading, surface treatment, brushing, tree removal, bridge and culvert maintenance and dust control
3. Cutting grass at various sites throughout the township including the Community Centre, Gros Cap Park, Deans Road Park, Town Line (historical) cemetery and Hill Side Cemetery
4. Assisting in general vehicle repairs
5. Collecting recyclables, sorting and delivery to the recycling depot

Outcome:

1. Township roads are appropriately maintained
2. Township equipment is maintained in good working order
3. Customer satisfaction is improved

COMPETENCY 2: Effective internal relations with other employees.

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a professional manner

Outcome:

1. Effective relationships are established and maintained with all employees

COMPETENCY 3: Effective external relations with outside contractors and the residents of the Township of Prince.

Demonstrated By:

1. Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
2. Listening carefully to others
3. Communicating in a respectful, professional manner
4. Responding appropriately to general inquiries

Outcomes:

1. Effective relationships are established and maintained
2. The Township's business reputation continually improves

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High School diploma preferred; and
2. Six months to one year related experience and/or training; or
3. Equivalent combination of education and experience;
4. Some proficiency in mechanical and technical skills;
5. Organization, time management, communication and interpersonal skills
6. Some understanding of the Ministry of Transportation of Ontario policies that affect Municipal Public Works;
7. Valid driver's license as required to operate Township vehicles

LANGUAGE SKILLS:

1. Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals
2. Be able to write routine reports and correspondence

REASONING ABILITY:

1. Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
3. Working independent of others and with moderate direction
4. Working collaboratively as a member of a group/team
5. Working overtime hours may be required by the Employer in exceptional circumstances to ensure that seasonal operations are not interrupted

ESSENTIAL DUTIES:

1. Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment

Date Developed/Revised: 
Approved By:
Approved Date:

10 September 2002
Rachel Tyczinski
__ September 2002