

## **Clyde River Administrator**

Like most administrative roles this one operates on a fairly predictable annual schedule. The workload ebbs and flows. The keys to success are planning, preparation and organization. For the most part, all the duties have been done many times before. This means there are examples, templates and resources available. Very little invention is required. This is a great position for, but not limited to, someone already working from home or working at home.

### **Outline of duties – (not an exhaustive list but pretty close)**

#### **Regular Council meetings (Six per year) Occasional public information meetings**

- Book the room, Prepare agenda, resolutions, background information and record minutes

#### **Communication / Correspondence**

- Municipal mail – regularly check P.O. Box at Cornwall Post Office and act on mail as required
- Municipal email - regularly check municipal email account and act on mail as required
- Telephone - serve as contact for municipality (both residents and non-residents)
- Serve as contact person for Province – Municipal Affairs
- Create and mail municipal newsletters – Spring and Fall

#### **Finances**

- Work with Council to set annual budget
- Work with bookkeeper to record and track flow of assets, liabilities and transactions
- Work with auditor to produce annual financial statements for Council and Province
- Oversee municipal bank account
- Co-sign and issue cheques for payments including Recreation Reimbursements
- Oversee municipal Gas Tax projects

#### **Records and Files**

- Maintain digital and paper records of municipal business
  - Minutes, bylaws, resolutions, correspondence, municipal seal, etc.

#### **Municipal Government Act (MGA) compliance**

- Become familiar with the MGA to act as a resource and advisor to Council on decisions and responsibilities
- Work with Mayor and Council to develop and pass bylaws
- Work with Municipal Electoral Officer to ensure municipal election is properly conducted

#### **Summer student position**

- Apply for grant/oversee hiring/represent employer/salary/ submit WCB-CRA-ROE paperwork

**Software applications:** Municipal files are currently in MS Word and Excel

**Annual compensation:** \$3000 paid in a lump sum or incrementally