# SOME OF THE RESPONSIBILITIES/REQUIREMENTS/EXPECTATIONS AND JOB ROLE OF AN ADMINISTRATOR/CAO

## TREASURER

- Assessments/Assessor
- Tax – Revaluation(years) - Levy
- Financials – Statements – Bank reconciliations
- Funding/Grant Applications
- Payroll/Benefits
- Budget
- TCA (Tangible Capital Asset Registrar)
- Capital Budget
- Audit
- Borrowing/Investing
- Banking – deposit
- Billings
- Infrastructure Planning

## PERSONAL

- Complete necessary courses/training for position of Administrator

## GOVERNMENT – PROVINCIAL & FEDERAL

- Relations with:
- Government Departments – Municipal Relations
- Housing Authorities
- Water Security Agency
- Revenue Canada
- Sask Parks and Recreation
- SAMA
- SK Environment

## COMMUNITY

- Fund raisers
- Dealing with the general public/Residents
- Organize or help with Community Events – Canada Day etc.
- Public Consultations
- Support Community Groups

## COUNCIL

- Organize meetings/council meetings
- Minute taking/compiling/agendas
- Actions: Carryout requirements of Council
- Provide Guidance and Assistance

## OTHER ORGANIZATIONS/ENTITIES – DEALINGS WITH:-

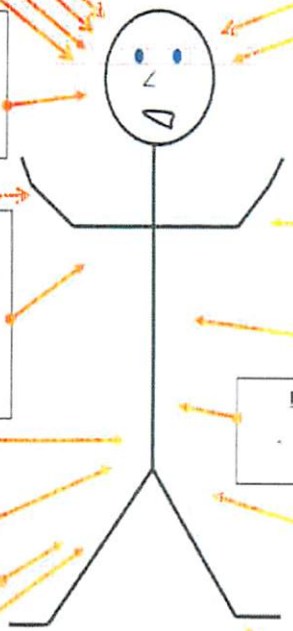
- Library
- Recreation Boards
- Golf Club
- Trades People
- RCMP
- UMAAS
- Heritage
- Volunteer organizations
- Lions Club
- Rink Committee
- Bowling Club
- Insurance Companies
- Bylaw Officers
- SEPA
- SUMA/SARM
- Local Businesses

## STAFF

- Morale
- Sick leave cover (Office Staff)
- Organize sick cover for other staff (if required)
- H.R – Human Resource – Appraisals
- Training
- Delegate duties
- Deal with Staff needs and wants to help with town amenities

## EMO

- Compile/Update emergency measure orders
- Implement and provide direction



## GENERAL ADMINISTRATION

- Reports
- Letters
- Filing
- House keeping
- Attend conventions/workshops and organize for council
- Office equipment - maintaining

## LEGAL

- Follow and have knowledge of legislation & implement
- Bylaw – compilation and endorsing
- Assessment Returns
- School interim, monthly and yearly reports & Statements
- Compliance
- Dealing with lawyers

## OTHER

- Purchasing
- Problem solve
- Due diligence
- Ethical
- Complaint processing
- Security
- Organized
- Information - Technology
- Communications/website/local monthly newsletter

## KEEP SMILING

- Have a happy disposition

## ENVIRONMENTAL

- Comply to environmental codes
- Deal with disasters – apply for funding
- Waste water
- Solid Waste
- Drinking water

## OTHER MUNICIPALITIES

- Provide support – information
- Inter municipal Agreements

## VOLUNTEER FIRE DEPARTMENT

- Fire fighters & 1st Responders Needs and wants to run the department

## HEALTH & SAFETY

- Compliance to Health & Safety Regulations
- Welfare of staff/council & public
- Safety meetings
- Risk assessments

## BOARD OF REVISION

- Secretary
- Provide advice and guidance to appellants
- Follow requirements of applicable Acts

## ECONOMIC DEVELOPMENT

- Strategic Financial Planning
- frastructure Requirements & Considerations
- Project Development

## ELECTIONS

- Organize/Act upon legislation and prescribed requirements
- Organize venues/postal/advance polling

Town size approximately 600