

**RURAL MUNICIPALITY OF PINEY
JOB DESCRIPTION**

Assistant CAO

POSITION SUMMARY: The Assistant CAO is responsible to the CAO for the day-to-day running of the office. In general the Assistant CAO's duties include the execution of day-to-day and recurring financial and administrative work; the first line of contact with the public; receiving and managing the flow of information; replacing the CAO as necessary; and generally keeping the office an efficient place to work.

Reports to: Chief Administrative Officer

DUTIES:

1. Accounts Payable

- Oversee the Accounts Payable Process

2. Accounts Receivable

- Oversee the Accounts Receivable Process

3. Payroll

- Oversee Payroll Processing

4. Serving the Public

- Photocopying, faxing and laminating
- Accepting payment of Tax Bills
- Accepting payment of Miscellaneous Revenue and Outstanding Invoices
- Issuing Lottery Licenses, Tree Cutting Permits, Building Permits and other miscellaneous permits and licenses
- Distributing
- Accepting complaints and filling out forms
- Ensuring proper revenue is collected
- Handle requests for service, information and complaints plus refer to the appropriate Management employee

5. Typing

- Typing of Notices for the Rural Municipality of Piney Notice Board
- Perform typing of miscellaneous correspondence for the Reeve, Chief Administrative Officer and Public Works Supervisor

6. Tax Roll

- Answer tax inquiries
- Stamp and prepare tax statements for mailing
- Calculate and prepare statements for added taxes

- Prepare information sheet (tax inserts) for public in consultation with CAO and schedule same for printing
- Oversee the Tax Roll Process

7. Board of Revision

- Notifying Board Members of meeting date
- Preparing and posting the ad within specified time frames
- Receiving appeals and preparing the agenda and appeal list
- Preparing Board orders and mailing them out

8. Office Duties

- Prepare weekly deposits
- Receive faxes, telephone calls and electronic mail and direct/distribute to the appropriate Area
- Photocopying for all areas as required
- Preparation and dispatch of all outgoing mail
- Maintain website

9. General Duties

- Assist CAO in preparation of annual financial plan
- Cross training with all staff
- Maintain electronic files
- Answer all correspondence, including drafting and typing of letters for CAO
- Process requests for Zoning Memos and Variations
- Attend meetings as requested by the CAO, including the preparation for and attendance at Council Meetings, Special Meetings and Committee Meetings; work resulting from meetings, etc. as required
- Set up and maintain filing system
- Delegates and assigns duties and tasks to applicable office staff as required
- Prepare and post advertisement of notices, tenders, etc.
- Typing of agendas, minutes, forms, letters, certified resolutions
- Answer general inquiries about subdivisions
- Assist the Senior Elections Officer
- Draft by-laws, policies and procedures, agreements, etc.
- Assist in the identification of economic development opportunities, marketing and promotion of the municipality and act as an informational source for the communities.
- Co-ordinate the provision of special services such as legal, audit and various consulting requirements to the municipality.

10. Other Related Duties

- Perform the duties of Accounting Clerk in their absence
- Other related duties as assigned by Chief Administrative Officer

SPECIFICATIONS

Education, Knowledge and Experience

- Grade Twelve (12) education, with supplemental secretarial and computer system. (preferable Microsoft Office including Word & Excel)

- Post-Secondary Education
- Ability to type fifty (50) wpm
- Good communication skills
- The ability to demonstrate competence in using these computer applications
- Certified or willing to attain a certificate in an approved Accounting Course
- Four (4) years office experience or equivalent
- Good Criminal Records Check

Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public is greeted and attended to in a professional and friendly manner.

Comprehension, Judgment and Confidentiality

The incumbent must possess an understanding of and work within the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position and will keep all proceedings in the office in confidence. Confidentiality is paramount; no information ascertained at work will be discussed outside of the Administration Office except for work purposes.

Working Conditions

This position is Full-time.

Minimum Requirements:

Class 1	-new employee to position
Class 2	-minimum six (6) months experience and performing to an acceptable standard
Class 3	-minimum one (1) year experience and performing to an acceptable standard
Class 4	-minimum two (2) years experience and performing to an acceptable standard
Class 5	-minimum three (3) years experience and performing to an acceptable standard
Class 6	-minimum four (4) years experience and performing to an acceptable standard
Class 7	-minimum five (5) years experience and performing to an acceptable standard and completed the Municipal Administrator Course or equivalent
Class 8	-minimum six (6) years experience and performing to an acceptable standard
Class 9	-minimum seven (7) years experience and performing to an acceptable standard
Class 10	-minimum eight (8) years experience and performing to an acceptable standard and completion of two additional NACLAA course focused in municipal administration offered at the University of Alberta or equivalent

DRAFT: December 2013
 Adopted: December 17, 2013