



RM of Loon Lake #561

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| Policy Type: | Human Resources |
| Policy Title: | Assistant Administrator Job Description |
| Policy Number: | 900-18 |

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| Authority: | Bylaw 9-2020 |
| Council Resolution # | 59-2021 |
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Purpose:

To set out duties of the Assistant Administrator

Scope:

Applies to the Assistant Administrator

Qualifications:

1. Capable of multi-tasking
2. Must have good communication skills with council, staff and rate-payers
3. Organizational and record keeping skills.
4. Ability to work without supervision and with other employees
5. Knowledge of and ability to operate MuniSoft and Paymate Software
6. Knowledge of ability to use Excel, Word.
7. Accounting experience would be an asset.
8. Previous municipal experience would be an asset.
9. Must have or be willing to obtain Class C Rural Administrator Certificate
10. Criminal record check will be required
11. Must be bondable

Definitions:

Act: Shall mean *The Municipalities Act*

Policy:

1. The Assistant Administrator is under the direct supervision of the Administrator
2. If the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the Assistant Administrator shall assume the duties of Acting Administrator until such time the council appoints a person as Acting Administrator for a period of no longer than 3 months or any longer period that the board of examiners may allow.
3. Council shall by resolution appoint an individual to the position of Assistant Administrator.
4. If there are no suitable candidate, council may leave the position vacant until such time as the Administrator recommends an alternate candidate.
5. Terms and conditions of employment shall follow the policies set by council.
6. Duties may include by are not limited to:
 - (a) Grant applications and payment requests with applicable supporting documentation
 - (b) Payroll and benefit programs
 - (c) Payment of sources deductions
 - (d) Administration of Human Resource Policies

- (e) Tax Enforcement
- (f) Maintains tax roll
- (g) Preparation of Assessment Roll
- (h) Sending out assessment and tax notices
- (i) Prepares tax certificate
- (j) Payments and reporting for other taxing authorities
- (k) Maintains utility billing
- (l) Maintains Accounts Receivable
- (m) Accounts Payable
- (n) General Ledger Journal Entries
- (o) Bank Reconciliation
- (p) Monthly financial reports
- (q) Audit preparation
- (r) Building and development permits
- (s) Submitting application for environmental permits when required
- (t) Assists office assistant when required
- (u) Draft tender documents for administrator review
- (v) Gravel Haul Tickets
- (w) Municipal Elections
- (x) Fire Department books
- (y) Cover duties of office assistant in their absence.
- (z) Cover duties of the administrator in their absence (vacation or sick)
- (aa) Any other duties assigned by the Administrator

Effective Date/Repeal

This policy will come into effect on February 11, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Assistant Administrator job descriptions that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by bylaw adopted by Council.