



JOB DESCRIPTION

JOB TITLE: CAO/Clerk-Treasurer

DEPARTMENT: Administration

REPORTS DIRECTLY TO: Council

DATE PREPARED: March 25, 2026

FULL TIME: 40 hours per week

POSITION SUMMARY

The Chief Administrative Officer (CAO)/Clerk-Treasurer is the senior administrative official of the Township of James and serves as the primary link between Council and municipal operations.

In accordance with the Municipal Act, 2001, the CAO/Clerk-Treasurer fulfills statutory responsibilities of the CAO (s.229), Clerk (s.228), and Treasurer (s.286), while providing strategic leadership, policy advice, and operational oversight to ensure the efficient and effective delivery of municipal services.

The position is responsible for:

- Overall management of municipal administration
- Implementation of Council's decisions and policies
- Ensuring legislative compliance and sound financial management
- Maintaining transparency, accountability, and public trust
- The CAO/Clerk-Treasurer also ensures compliance with the Occupational Health and Safety Act and all applicable legislation, policies, and procedures.

DUTIES AND KEY RESPONSIBILITIES

1. Chief Administrative Officer (CAO) Responsibilities

- Acts as the principal policy advisor to Council and provides strategic leadership on municipal operations
- Recommends, develops, and implements policies, programs, and initiatives approved by Council
- Serves as the primary communication link between Council, staff, and the public on administrative matters
- Oversees the efficient and effective implementation of Council decisions and municipal services
- Provides leadership and direction in all human resource functions including hiring, discipline, performance management, and training
- Ensures compliance with all municipal policies, procedures, and applicable legislation
- Directs organizational planning including short- and long-term strategic plans

- Monitors and evaluates departmental performance and organizational structure, recommending improvements where necessary
- Oversees the administration of employee benefits programs (pension, health, dental, etc.)
- Ensures proper management of municipal assets, resources, and infrastructure
- Coordinates interdepartmental and intergovernmental initiatives and partnerships
- Attends all Council and Committee meetings, providing advice, reports, and recommendations
- Prepares and reviews by-laws, policies, and reports for Council consideration
- Ensures adequate insurance coverage and risk management practices are in place
- Maintains confidentiality of all municipal records and sensitive information
- Performs other duties as assigned by Council consistent with the role

2. Clerk Responsibilities

- Prepares and distributes Council and Committee agendas with supporting documentation
- Records, maintains, and certifies accurate minutes of Council and Committee meetings
- Ensures proper custody, maintenance, and accessibility of all municipal records, by-laws, and documents
- Drafts correspondence, agreements, notices, and public communications on behalf of the Township
- Ensures compliance with statutory notice requirements and public communication standards
- Reviews and provides recommendations on all by-laws and resolutions
- Acts as the Township's Freedom of Information (FOI) Coordinator
- Serves as Licensing Officer for the municipality
- Performs all statutory duties of the Clerk, including:
 - Returning Officer for municipal elections
 - Commissioner of Oaths
 - Division Registrar
 - Issuer of Marriage Licenses
- Ensures compliance with all applicable legislation and regulatory requirements
- Performs other duties as assigned by Council

3. Treasurer Responsibilities

- Prepares, administers, and presents the Township's annual operating and capital budgets
- Ensures accurate financial record-keeping in accordance with Public Sector Accounting Board (PSAB) standards
- Authorizes expenditures in accordance with Council-approved budgets and policies
- Oversees all financial operations including taxation, payroll, accounts payable/receivable, and general accounting
- Manages municipal banking, investments, and cash flow
- Coordinates and facilitates annual financial audits and other required audits
- Administers grants, funding agreements, and financial reporting requirements
- Evaluates financial implications of reports and recommendations to Council
- Ensures proper remittance of education levies and other statutory payments
- Administers tax collection and tax sale procedures in accordance with legislation
- Ensures all statutory duties of the Treasurer are fulfilled
- Performs other duties as assigned by Council

4. Authority and Accountability

- Operates under the general direction of Council
- Exercises delegated authority in accordance with municipal by-laws, policies, and applicable legislation
- May delegate duties in writing in accordance with Section 228 of the Municipal Act, 2001
- Accountable for the overall performance and administration of the Township

5. Qualifications and Core Competencies

Education & Experience:

- Post-secondary education in public administration, business administration, finance, or a related field an asset
- Certification such as AMCTO (Diploma in Municipal Administration) or willingness to obtain
- Progressive municipal experience, including supervisor experience

Knowledge:

- Strong knowledge of Ontario municipal legislation, including the Municipal Act, 2001
- Financial management, budgeting, and PSAB standards
- Municipal governance, procedures, and public administration practices

Skills & Abilities:

- Leadership and organizational management
- Strategic thinking and policy development
- Financial and analytical expertise
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities in a small municipal environment

6. Working Conditions

- Office environment with frequent attendance at evening Council and Committee meetings
- Occasional travel for training, conferences, or intergovernmental meetings
- High level of responsibility, confidentiality, and decision-making
- all OTHER Duties as assigned By council.

7. Acknowledgement

- This job description forms part of By-law [Insert By-law Number] and may be amended by Council from time to time.

How to apply

Please submit your resume and a cover letter detailing your qualifications by Tuesday, April 7th, 2026 10:00am.

Township of James
P.O. Box 10
33 Third Street East
Elk Lake, ON P0J 1G0
info@jamestwp.ca

We thank you for application. Only the applicants considered will be contacted.