

SCHEDULE "A"
Bylaw 34-99

SUMMER VILLAGE OF BURNSTICK LAKE
POSITION DESCRIPTION

Position Title: Chief Administrative Officer (Municipal Administrator)

Reports to: Council

Position Summary: Functioning as the senior officer of the Summer Village of Waiparous, providing management direction to the Summer Village's administration. Is responsible for the overall planning, coordination and control of municipal administrative and financial operations in accordance with the requirements of the Municipal Government Act.

TASK	DESCRIPTION
1.	ADMINISTRATIVE
1.1	Attends all regular and special Council meetings, recording an accurate account of the proceedings of the meeting.
1.2	Directs the execution of all documents, agreements and contracts approved by Council.
1.3	Ensures the satisfactory preparation of bylaws and ensures that copies of all official correspondence, records, bylaws, etc. are retained by the Office.
1.4	Drafts correspondence resulting from decisions of Council or delegates as appropriate.
1.5	Coordinates the provision of special services (ie. assessment) to the Summer Village.
1.6	Ensures the satisfactory preparation of all municipal advertisements and public notices.
1.7	Duties as outlined in Section 207-208 of the Municipal Government Act.
2.	FINANCE
2.1	Ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and things included in the definition of debt of the Summer Village, monthly and annual financial statements which include comparatives with estimates in the operating and capital budget.
2.2	Coordinate the preparation and submission to Council of capital and operating budgets with appropriate explanatory and substantiating information.
2.3	Development of financial policies and financial reports as directed by Council.
2.4	Design policies and programs for financial control.
2.5	Prepares the tax roll and assessment.

3. GENERAL
- 3.1 Act as Clerk of the Assessment Review Board.
- 3.2 Perform other related duties as may be requested by Council.