

## EMPLOYMENT OPPORTUNITY

### Secretary-Treasurer

#### Part-Time Contract \$30.00 per hour

The Lanark County OPP Detachment Board is seeking a Secretary-Treasurer. The Secretary-Treasurer supports the Board through the provision of confidential and high-quality administrative, secretarial and treasury duties, and acts as a resource person and liaison between the Board and its various stakeholders.

**This is a part-time contract position;** hours of work will vary with Board requirements. The successful candidate will be required to be available for Board meetings, whether as part of its regular schedule on the third Wednesday of each month or as required for special meetings and work of the Board and its Committees as determined from time to time.

#### The Secretary-Treasurer will be responsible for:

- Preparation of minutes and agendas.
- Preparation and presentation of the annual budget and quarterly updates.
- Developing policies and procedures.
- Regular financial reporting.
- Scheduling and coordinating regular and special meetings.
- Arranging meeting venues, schedules, conference and training coordination.

#### Qualifications:

- Post-secondary diploma/degree in business or office administration.
- Five years' experience in an administrative position directly supporting an executive-level board or an oversight body.
- At least three years' municipal or public sector experience in budgeting, financial operations and financial reporting.
- Excellent interpersonal, organizational, analytical, project/time management, communication, problem-solving, and research skills.
- Thorough working knowledge of legislation/regulations/guidelines including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act and the Accessibility for Ontarians with Disabilities Act.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Applications must be received no later than 2:00 p.m., **Wednesday, August 7, 2024**, quoting "Detachment Board Secretary-Treasurer" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

## Lanark County OPP Detachment Board Secretary-Treasurer Job Description

**POSITION TITLE:** Secretary-Treasurer (Part-time Contract)

**POSITION PURPOSE:**

Provides administrative and financial support to the Lanark County OPP Detachment Board and ensures its operations are compliant with legislation governing its responsibilities. The Secretary-Treasurer will provide a full range of administrative/financial duties to the board.

**DUTIES AND RESPONSIBILITIES:**

1. Act as confidential Secretary-Treasurer for the Board in all matters and ensure that the Board Chair is kept informed of urgent issues.
2. In consultation with the Board Chair, prepare all agendas for Board meetings based on correspondence received, scheduled reports, and current issues, and disseminate as required.
3. Distribute agendas and minutes of all Board / Committee meetings to the Clerk of each Member municipality.
4. Record and transcribe minutes of all Board meetings, taking care to capture discussion and decisions accurately and in keeping with legislated requirements.
5. Schedule and coordinate regular and special meetings. Arrange meeting venue and refreshments as required. Coordinate delegations wishing to address the Board in accordance with the Board Procedure By-Law.
6. Maintain electronic and paper records in relation to Board agendas and minutes in accordance with Board policy. Archive agenda packages to electronic files by yearly indices.
7. Monitor Board obligations and request or provide mandatory reports as per legislation or Board policy. Research and prepare reports on topics as directed by the Chair and/or Board motion on topics that may affect Board business.
8. Handle incoming correspondence for the Board in accordance with Board policy. Respond directly to routine matters and prepare responses for approval of the Chair as required. Compose correspondence on the Board's behalf, including letters to government agencies, associations, and the public.
9. Maintain Board records in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
10. Maintain files on all Board members, including dates of appointment, and ensure timely follow up with the Government of Ontario and the municipalities in the catchment area regarding member appointments and reappointments.
11. Monitor Board expenses so as to remain within budget and prepares an annual budget for presentation to the Board.
12. Preparation and presentation of the Board budget.
13. Coordinating financial reporting with the assistance and guidance of the host municipal Treasurer presenting financials to the Board
14. Arrange for payment of Board honoraria and reimbursement of Board expenses.

15. Register Board members for conferences and seminars and arrange accommodation and/or travel as required. Arrange for payment of annual memberships in approved associations.

The above generally describes the duties involved with the position. However, Detachment Board work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the OPP Detachment Board.

### **KEY COMPETENCIES and QUALIFICATIONS**

- Post-secondary diploma/degree in business or office administration.
- Five years' experience in an administrative position directly supporting an executive-level board or an oversight body.
- At least three years municipal or public sector experience in budgeting, financial operations and financial reporting.
- Excellent interpersonal, organizational, analytical, project/time management, communication, problem-solving, and research skills.
- Thorough working knowledge of legislation/regulations/guidelines including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act and the Accessibility for Ontarians with Disabilities Act.
- Knowledge of secretariat functions and rules of procedure for meetings.
- Strong computer literacy utilizing word-processing, spreadsheet, presentation and database software and have the ability to post on social media.
- Availability to attend meetings, conferences, training or other events as required.

### **WORKING CONDITIONS:**

1. Work is conducted in an office environment (on-site or remote home office)
2. Ability to sit for long periods of time.
3. Travel required to various meeting/training locations.
4. Ability to work in an environment with frequent interruptions.

### **HOURS OF WORK**

This is a part-time contract position with the Lanark County OPP Detachment Board. Given that this position is commencing part way through the Council term, the initial contract will expire on August 31, 2026. The maximum average weekly hours will be 20 hours though some weeks may be more and some less due to workload. The contract will be renewable on a per Council term basis (4-year terms) subject to satisfactory performance and upon mutual agreement. The position will report to the Board Chair.

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### **COMPENSATION**

Upon hire, compensation will be base upon an hourly rate of \$30.00 per hour, subject to the experience and qualifications of the selected candidate.