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MUNICIPAL SERVICES OFFICER

GENERAL

Incumbents in this class provide direction, administrative assistance and educational services to Municipal Secretary-Treasurers, Resident Administrators, Municipal Councils and elected officials in the organization and management of municipal, local government district and provincial programs.

TYPICAL DUTIES

Provides leadership and direction in development of management skills in the community.

Assists Municipal Councils in the selection of Secretary-Treasurers and other employees.

Provides assistance on administrative systems and procedures, budgets, financial controls and accounting practices.

Organizes training courses in the areas of Certificate courses for Municipal Administration and Public Finance.

Organizes and delivers administrative courses for elected officials, Secretary-Treasurers and Resident Administrators.

Organizes and conducts meetings throughout the province with municipal councils and the general public to interpret new legislation and policies concerning municipal and local governments.

Receives municipal delegations, answers inquiries and handles complaints regarding administration of municipalities and local government districts.

Participates in reviews of legislative policy and preparation of policy recommendations.

May manage a municipal office in emergency situations.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of municipal finance, budget and administrative procedures.

Thorough knowledge of government legislation and programs relating to municipal and local government.

Ability to communicate effectively with municipal officials and the public.

Ability to organize and conduct meetings and training courses.

Education, Training and Experience

Certificate in municipal administration with extensive experience in municipal management.