

Chapter 6: Municipal Careers

Municipal Staff

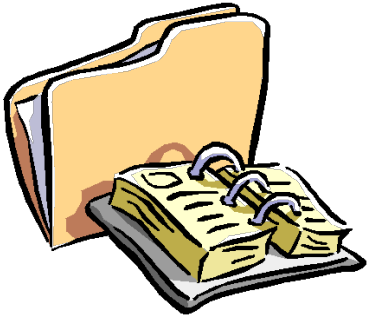
- In all but quite large municipalities, councillors serve on a part-time basis. Most of them hold other jobs apart from their duties as councillors.
 - ✓ One of the basic duties of a council, therefore, is to make sure that enough staff, with the right skills, is hired to run the municipal organization



The Treasurer



- The Treasurer's job is to make sure that municipal revenues are collected and handled properly and that bills are paid.
- The Treasurer and other finance staff are also responsible for preparing the annual budget, maintaining internal controls that ensure the proper use of money, and reporting regularly to council on the state of municipal finances.



The Clerk

- The office of the Clerk is the central clearing house for municipal information, including the keeping of all records for the municipality.
- The clerk prepares the **agenda** for council meetings and the minutes that report the results of such meetings.
- The Clerk's office also carries out a number of duties directed by provincial legislation, such as: registration of deaths and issuing marriage licenses.

Road Superintendent

- A 3rd important municipal employee from the earliest days was the road superintendent. This person, and the roads department, were responsible for construction and maintenance of roads, snow-plowing and other road-related activities (such as ditching and drainage).



Other Key Staff

- The Chief Administrative Officer, or Town/City Manager
- Parks and recreation staff to administer parks, recreational facilities and recreational programs.
- Planners and planning technicians to help in the preparation and administration of the municipality's official plan and zoning by-law.

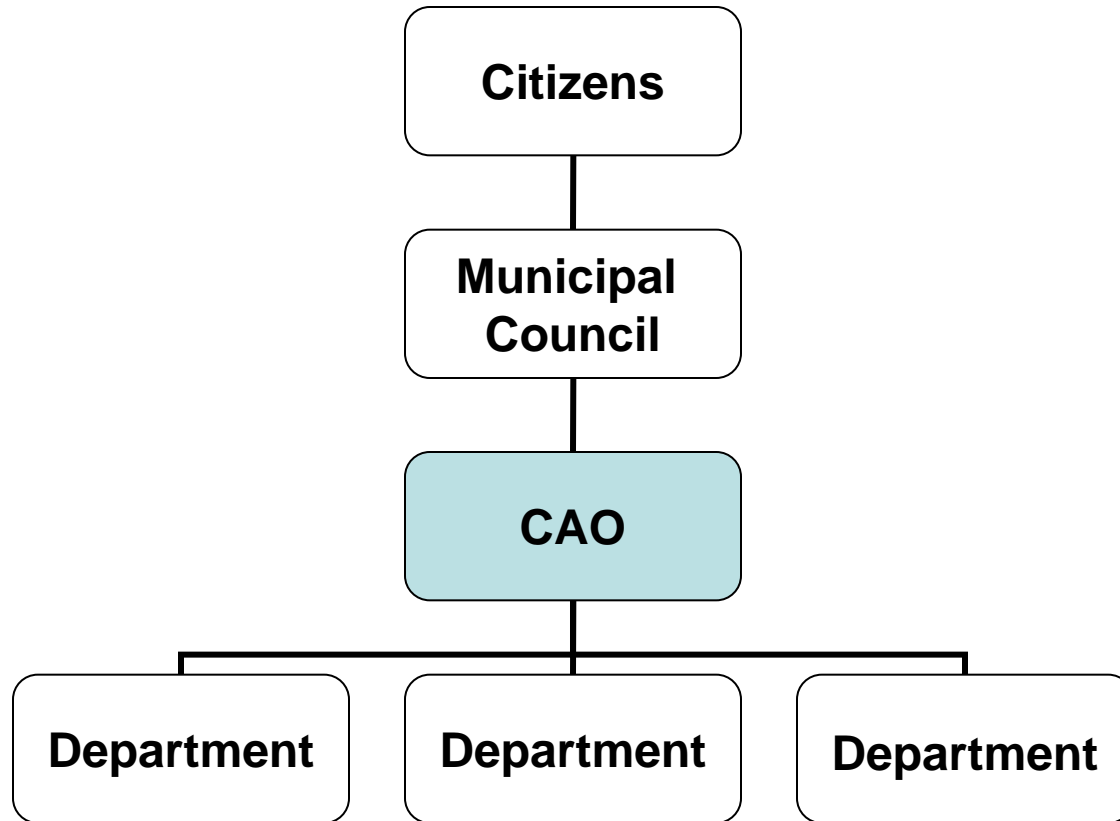
Other Key Staff (Cont.)

- Staff to administer various social programs including social assistance, provision of affordable housing, long term care homes, and ambulance services.
- Technical staff to operate the municipal water treatment plant and sewage/ wastewater disposal plant.
- Staff to operate the municipal fire department.
- Librarians and other staff to operate the municipal library.

Chief Administrative Officer

- The Chief Administrative Officer or CAO is a senior coordinating officer, responsible for bringing together the various municipal departments.
- In particular, the CAO makes sure that the advice and recommendations given by staff to council are balanced

Chief Administrative Officer (CAO)



You and Your Municipality

Local citizens can become involved in a number of ways, the most obvious being:

- Voting
- Running for Public Office
- Volunteering for Boards & Committees
- Attending meetings
- A Career in Local Government

THE CITY OF NIAGARA FALLS

PUBLIC MEETING

DATE - MAY 16, 2005 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL
4310 QUEEN STREET, NIAGARA FALLS

FILE - AM-03/2005

CITY COUNCIL WILL CONSIDER AN APPLICATION TO CHANGE

THE OFFICIAL PLAN THE ZONING BY-LAW
FOR THESE LANDS, TO PERMIT
A 229 METRE (751 FOOT) TALL HOTEL AND
OBSERVATION TOWER ON 5705 FALLS AVENUE WITH
THE PARKING ON THE BALANCE OF THE ADJACENT
LANDS OWNED BY THE APPLICANT

ADDITIONAL INFORMATION AND A COPY OF THE WRITTEN NOTICE AVAILABLE BY CONTACTING THE PLANNING & DEVELOPMENT DEPARTMENT CITY HALL, 8:30 - 4:30. TELEPHONE 356-7521.

Careers in Local Government

**Engineering * Recreational Programming * Library Services*
By-law Enforcement * Nursing * Accounting * Computers *
Policing * Water and Wastewater Services * Arts, Culture &
Heritage Services * Building Inspection * Communications *
Community Services * Corporate Administration *
Environmental Services * Facilities Development &
Maintenance * Financial Administration & Management * Fire &
Rescue Services * Human Resources * Information Technology
* Land Use Planning & Development * Legal Services *
Licensing * Vehicle Maintenance * Museum & Archive Services
* Office Administration * Parks & Recreation * Project
Management * Property Management * Public Works &
Operations * Records Management * Taxation * Waste
Management * Media Relations*

Thank You