

# 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.



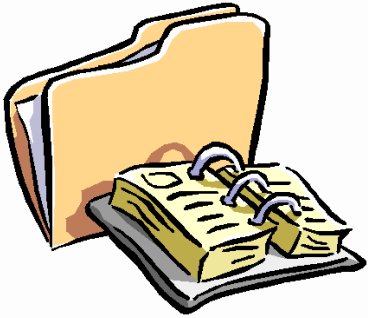
# Chief Administrative Officer

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

# 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

- The third most 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).



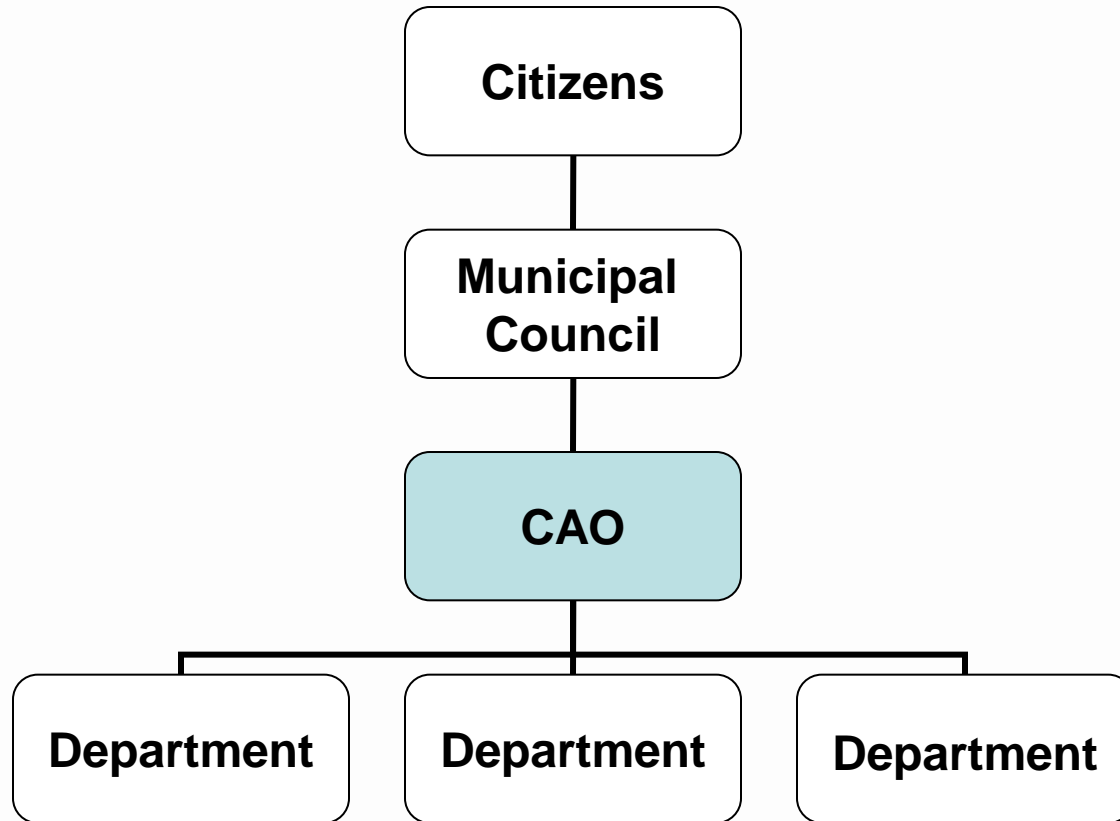
## Other Key Staff

- 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-laws.

# Other Key Staff Cont'd

- 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 (CAO)



# You and Your Municipality

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

- Voting
- Contacting your councillor about issues
- Volunteering for boards and committees
- Attending public meetings
- Making presentations to standing committees
- A career in local government
- Running for public office

# Careers in Local Government

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

**Thank You**