

## Union Bay Improvement District (UBID) Position Description

|                          |                  |
|--------------------------|------------------|
| <b>Position Title:</b>   | Administrator    |
| <b>Date:</b>             |                  |
| <b>Position created:</b> | October 16, 2000 |
| <b>Type of position:</b> | 0.8 FTE, salary  |
| <b>Incumbent:</b>        |                  |
| <b>Reports to:</b>       | UBID Chair       |

### Purpose of the position:

This position is responsible to carry out the UBID mandate as defined in its Letters Patent and in accordance with all legislated responsibilities; and the duties assigned by By-Law for corporate administration and financial administration under Section 738.2 and 738.3 of the Local Government Act. The mandate of UBID includes:

- Fire protection
- Street lighting
- Acquisition, maintenance and operation of works for waterworks.

As the administrator, this position is responsible to manage the day-to-day affairs of the UBID to ensure the efficient and smooth operation of the organization including financial and corporate administration; and to support the UBID Board of Trustees. Additional responsibilities include acting as the Head for Freedom of Information requests and the Electoral Officer for election of trustees.

### Specific duties and performance standards:

| Specific Duties  | Performance Standard  |
|--|---|
| <b>Key Result Area: Administration 30%</b>               |   |
| Organize and evaluate the implementation of the mandate. | Coordinate and manage the day-to-day operations of the UBID office                            |
| Perform human resource functions for all personnel       | Perform all supervisory and coaching responsibilities related to management of assigned staff |

| Specific Duties  | Performance Standard  |
|--|---|
|  | <p>As defined in policy, including benefit administration</p> <p>Provide to the Board for approval an annual development/training plan for each staff</p>   |
| Engage and manage the work of consultants.                             | <p>Engage contractors, consultants and/or legal counsel as directed by the Board</p> <p>Review consultants' work with regard to content, form and value.</p>  |
| Manage the organization and infrastructure of the UBID.                | Implement procedures, protocols, systems and schemes to ensure effective and efficient delivery of services, operations and programs  |
| Provide access to public records                                       | <p>Establish and maintain an information centre of records available to the public.</p> <p>Provide access as directed by the Board</p> <p>Act as the "head" for Freedom of Information requests</p> <p>Ensure the accurate management of UBID records (paper and electronic) and keep a listing of the central filing system and update it annually and as required.</p> <p>Act as webmaster for the UBID website and post approved documents</p> |
| Accept on behalf of the UBID or Board all notices and documents        | <p>Ensure receipt and routing of incoming mail and prepare and mail outgoing correspondence and materials</p> <p>Receive all legal notices and service and manage all required filings</p>  |
| Keep the UBID seal   | Affix to documents as required  |
| Act as the Electoral Officer   | For the annual election of Trustees in accordance with approved Board policy and procedure  |
| <b>Key Result Area: Financial Management 50%</b>                       |   |
| Prepare, maintain and keep safe the accurate and full accounts of UBID | In accordance with generally accepted accounting principles and the Provincial Service Accounting Program (PSAP)  |

| Specific Duties   | Performance Standard   |
|---|--|
|   | Ensure accurate recording in the Right Water Program   |
| Receive all monies  | <p>Maintain appropriate records</p> <p>Keep all funds and securities</p> <p>Manage the Customer Account Fund Transfer (CAFT) program</p>   |
| Prepare and provide financial reports   | <p>For the Board, in a form and format prescribed by the Board</p> <p>Compile and supply information on the financial affairs to the Inspector of Municipalities as required by law</p> <p>Prepare all materials for audit as required</p> |
| Develop a budget  | <p>By providing advice and input and In cooperation with the Board develop a budget by Nov 30 each year</p> <p>For approval by the Board by December 31 each year for the following year</p>   |
| Expend and disburse money according to Board direction  | In accordance with budget and/or with appropriate resolution and/or by-law approval  |
| Invest funds  | <p>To preserve capital, ensure liquidity and achieve the highest returns</p> <p>Through diversified investments at several different institutions</p>  |
| Assess and collect tax levy   | Provide to the assessor on or before Nov 30 each year a statement showing the amount of money required by the UBID for fire protection and street lighting for the following year  |
| <b>Key Result Area: Board Relations 12%</b>   |  |
| Provide updates and reports to the Board outlining the progress toward objectives and identifying issues of concern | Monthly for regular Board meetings and as requested by the Board   |

| Specific Duties   | Performance Standard   |
|---|--|
| Prepare minutes and keep the minute books of Board meetings   | Take minutes at regular Board meetings<br><br>Receive and maintain minutes of in-camera meetings and Standing Board Committees   |
| Act as an advisor to the Board  | Prepare position papers as required.<br><br>Communicate information related to /UBID issues to the Board in a timely manner.<br><br>Review, analyze and report on government reports, legislation and regulatory information<br><br>Develop media relations strategies including speech writing and the “Landowners Update” for the Board as requested<br><br>Develop draft agreements for Board consideration<br><br>Develop strategies regarding issues of interest to the Board and /or community<br><br>Develop strategic positions to resolve concerns through the identification of community, government and/or legislated perspectives |
| Provide support and information for Board Standing Committees                                       | As requested by the Committee Chair<br><br>Develop protocols and procedures that will ensure empowerment of the Board and appointed community members<br><br>Implement approved consensus-building strategies to ensure community participation and support for initiatives as requested by the Board  |
| <b>Key Result Area: Relationship Building 8%</b>  |  |
| Maintain positive working relationships with all Trustees, the community, landowners and the public | to support cooperation and coordination of UBID activities, programs, services and initiative<br><br>project a positive image of UBID to external bodies   |
| Work with regional and provincial stakeholders to resolve issues                                    | on an on-going basis   |
| Act as a liaison between landowners and the UBID  | As requested by the Board  |

| Specific Duties | Performance Standard                    |
|-----------------|---|
| Board           | mediate contentious issues as requested |

**Authority:**

Knowledge of UBID By-laws, policies and procedures and strategic positions is required and the incumbent may act in accordance with them making administrative decisions independently related to the specific responsibilities of the position.

Authority is given to investigate matters, develop position papers, make recommendations and manage day to day administrative, financial and human resource issues regarding assigned tasks. The incumbent is also given authority to develop detailed implementation strategies relating to the UBID mandate.

Acting within the mandate and objectives of the UBID, represents the Improvement District with respect to By-law and policy interpretation to the public.

Represents the UBID on assigned committees, task forces and work groups.

Represents UBID interests to government agencies and departments as assigned

For any situation outside of the specific duties or established Board decision, direction must be sought from the Chair.

Authority for public statements remains with the Chair

**Reporting Relationship:**

The Administrator reports directly to the Chair of the UBID and is supervised by the Chair. A minimum of one supervisory session shall be scheduled annually. This would be less formal, formative instead of summative. And an opportunity the Chair to apprise the Administrator in writing of what is going well and what needs improvement. This should typically occur about six months prior to a formal evaluation.

**Expectations:**

Meet all scheduled deadlines with accurate reports to project a positive image of the UBID

Maintain appropriate statistics, reports, documents and records.

Accurately interpret/explain UBID by-laws, policies, procedures and positions to external parties as required

Accurately interpret legislation, and government and regional initiatives, policies and procedures that impact upon the UBID and its mandate

## **Position Specifications:**

**Education:** Post secondary education in a related field (e.g. public administration, accounting or management).

**Experience:** A minimum of ten years experience in the work force with five years in a management or coordinating role.

**Knowledge:** Knowledge of management functions of administration, financial management, strategic planning and coordination. Technical knowledge of local government is an asset. Working knowledge of applicable legislation is required.

Extensive knowledge of accounting practices and procedures and familiarity with government requirements is required.

**Skills:** Negotiation skills and conflict resolution skills are required

Ability to communicate clearly in verbal and written form

Ability to use a computer and work with Microsoft Office package (Word, Excel) and Simply Accounting at an intermediate level is required.