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Date: December 20, 2017
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Revised Job Description Director of Financial Services/ Treasurer
Report No.: CS-2017-024

AIM

Obtain Council approval of the revised Director of Financial Services/ Treasurer job description.

BACKGROUND

The current job description on file for Director of Financial Services/Treasurer was approved and created in July 2004. No revisions or amendments have been made since its approval.

DISCUSSION

In anticipation of advertising the vacant position, the Chief Administrative Officer completed a review of the existing Director of Financial Services/Treasurer job description (please refer to Appendix 'A') and proposed a number of changes to recognize the current tasks associated with the position and to emphasize the Leadership aspect of the role. Appendix 'B' is the revised draft job description for council review and approval.

The personnel committee has reviewed and approved the attached changes at the personnel committee meeting on December 20, 2017.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no direct financial costs associated with revising the job description.

CONSULTATIONS

Peggy Van Mierlo-West, Chief Administrative Officer
Personnel Committee

RECOMMENDATION

That Council approve the revised Director of Financial Services/ Treasurer job description.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

Jennifer Astrologo, B.H.K (hons), LL.B
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer