



Northwestern Ontario Municipal Association

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Title: Executive Director

Supervisor: N.O.M.A. Executive

Position Description Prepared: September 2009

Position Summary:

Reporting to the Northwestern Ontario Municipal Association (N.O.M.A.) Executive provides administrative, research, writing and financial management support to N.O.M.A..

Qualifications

1. Post Secondary Degree or Diploma in a related field and/or a minimum of five (5) years experience in Municipal Government or other Public Sector environment.
2. Proficient in Microsoft applications including Word, Excel and Powerpoint.
3. Proficient in website maintenance.
4. Strong communication skills both oral and written.
5. Highly developed organization, research, and time management skills.
6. Ability to work independently as well as in a team environment.
7. Politically astute.

Major Tasks:

1. Act as a primary resource to the N.O.M.A. President, Executive and Board
2. Maintain the financial records of the Association and report regularly to the Board.
3. Perform the administrative functions associated with the ongoing operations of N.O.M.A., including the maintenance of contact information for the Executive, Board and Membership of N.O.M.A.
4. Prepare and circulate agendas, and support materials for all Executive, Board, Committee and General Meetings.
5. Attend all assigned meetings and take minutes/notes and conduct follow-up as required.
6. Serve as the N.O.M.A. lead for organizing Annual General Meetings, N.O.M.A. Conferences and any other major event sponsored by N.O.M.A.
7. Attend and support the N.O.M.A. President, Executive Vice President and Past President, Executive and Board at AMO Board meetings, AMO, OGRA/ROMA and FONOM Annual Conferences and any other conferences or meetings where N.O.M.A. is significantly involved This shall include all travel arrangements not made directly by the Executive or Board member.
8. Conduct research on relevant municipal issues and prepare position papers, briefs and newsletters for the N.O.M.A. Executive, Board and members.
9. Co-ordinate meetings between N.O.M.A. and Provincial and Federal Cabinet Members, MP's, MPP's, and Government Officials.
10. Provides information and advice to the N.O.M.A. member municipalities and acts as a confidential liaison between the Members and various provincial and federal ministries and departments.
11. Maintain proper file records including financial, for the Association based on established retention criteria.

12. Prepare an Annual Budget for approval of the N.O.M.A. Board and Membership.
13. Maintain accurate expense listings for N.O.M.A. representatives, apply approved policies for reimbursement and submit all claims to N.O.M.A. funders in a timely fashion.
14. Maintain and enhance the NOMA website in a timely manner.
15. Make arrangements for an annual financial audit for presentation at the Annual General Meeting.
16. Pursue any and all grants from other orders of Government or any other funders for the benefit of N.O.M.A.
17. Act as a liaison between N.O.M.A. and any related organizations.
18. Supervises any part time or contract employees or contractors engaged by N.O.M.A.
19. Perform all duties in accordance with the N.O.M.A. constitution and provides advice to the President, Executive and Board on the procedures to be followed by N.O.M.A.
20. Perform all other duties as assigned, from time to time, by the Executive.

Conditions of Employment

1. Must be prepared to work flexible hours averaging up to 35 hours per week from various work sites including a home based office option.
2. Must be able to work overtime as workload demands
3. Must have and maintain a valid Driver's License and their own transportation means.
4. Must have regular access to Thunder Bay for meetings and financial and administrative functions.
5. Must be willing and able to travel on a regular basis to support the Organization's operations and lobbying.
6. Must not be a current member of a municipal council or a current member of the staff of a municipality or government agency.

7. Must be competent within the meaning of the Occupational Health and Safety Act

Term:

The term will be up to five (5) years with options to renew based on satisfactory performance.

Performance Review:

There will be a one (1) year probationary period with a mandatory six (6) month review. Annual performance reviews will be conducted by the Executive. Continuation will be based on satisfactory performance.

Compensation:

Wages and benefits to be negotiated.