

The Corporation of the County of Perth
By-law Number 3447-2015
Schedule “C”

County of Perth
Position Description
PERTH COUNTY WARDEN

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (Municipal Act, 2001)

1. Acts as the Chief Executive Officer of the County.
2. Presides over all Council meetings so that its business can be carried out efficiently and effectively.
3. Provides leadership to the Council.
4. Provides information and recommendations to the members of Council with respect to Council's role to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
5. Provides information and recommendations to the members of Council with respect to Council's role to ensure the accountability and transparency of the operations of the County, including the activities of the senior management of the County.
6. Represent the County at all official functions.
7. Carries out the duties of the head of Council under the *Municipal Act* or any other act of the Province.
8. Upholds and promotes the purposes of the County.
9. Promotes public involvement in the County's activities.
10. Acts as the representative of the County both within and outside the County, and promotes the County locally, nationally and internationally.
11. Participates in and fosters activities that enhance the economic, social and environmental well-being of the County and its residents.
12. Expels any person for improper conduct at a meeting where the Warden is the presiding officer.

Duties as defined by County Council (Perth County Procedure By-law)

1. Causes the laws for the government of the County to be duly executed and obeyed.
2. Causes the rules of order, adopted by Council as the Perth County Procedure By-law be duly executed and obeyed. This includes, but is not limited to, rules relating to the calling, opening, cancelling and postponement of meetings, the conduct of Council meetings, rules of debate, points of order and procedural appeal.
3. By virtue of office, the Head of Council carries with it the right to participate in any meeting of a Committee of Board, established by the Council, and to vote unless prohibited by law.
4. If the Warden desires to leave the Chair for the purpose of taking part in the debate or for any other reason, the Acting Warden shall assume the Chair in his/her place until he/she resumes the Chair.
5. Shall represent and support the Council or Committee declaring its will and obeying its decisions in all things.
6. Receives all messages and other communications and advises Council.

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7. Authenticates by his or her signature, when necessary, all By-laws and Minutes of the Council and is able to bind the County by signature.
8. Ensures that the decisions of the Council are in conformity with the laws and By-laws governing the activities of the Council.
9. Adjourns the meeting without questions in the case of grave disorder arising during the meeting.
10. Communicates with the media to explain and clarify information recognizing that the taxpayers should be given as much information as possible subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act.
11. Adheres to and communicates the virtues of the County of Perth Code of Conduct.
12. Fulfills tasks assigned by the County of Perth Emergency Plan in the case of an emergency.
13. Organizes and directs the performance review of the CAO's position.
14. Performs other duties as assigned by the Council of the County of Perth.
15. Commitment to communicating with the Perth County Acting Warden to ensure that the Corporation is able access the Head or Acting Head of Council at all times.

LEGISLATED QUALIFICATIONS:

1. Must be a properly elected or appointed member of Perth County Council.
2. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

1. Excellent organizational, interpersonal and communication skills are an asset.
2. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
3. Knowledge of the Municipal Act and other pertinent legislation would be an asset.
4. Knowledge of the Perth County Procedure By-law would be an asset.