



ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B. ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.

JOB DESCRIPTION

Job Title Executive Director
Reports to Board of Directors

Job Overview

The primary responsibility of the position is to organize all the activities of the Association in keeping with the AMANB Constitution, policies and procedures and manage the Association's office. The incumbent assists and supports the Board members in the exercise of their roles and responsibilities, provides them with the information necessary for decision-making, offers them orientations and implements their decisions. He / She represents the Association to different levels of government and partners.

Duties and Responsibilities

The Executive Director is responsible for the following:

- 1) conduct research necessary to fulfil requirements for AMANB projects and activities;
- 2) undertake such inquiries that would enable the Executive Director to provide informed advice to the Board of Directors and Committees;
- 3) advise the Board of Directors and Committees on progress of the AMANB goals, policies, programs and projects;
- 4) identify issues/problems which the AMANB should address and recommend courses of action;
- 5) promote the AMANB through ongoing liaisons with members, government officials, educational and training institutions, as well as other associations as directed by the Board of Directors;
- 6) maintain AMANB records including the Constitution, membership directory and databases, etc.;
- 7) undertake general office duties and functions.

Annual Conference and General Meeting

In direct consultation with the Annual Conference Planning Committee Chair, coordinate the Annual Conference and Annual General Meeting which includes, but is not limited to:

- Negotiating and signing contract for venue;
- Reserving audio-visual equipment and simultaneous interpretation services;
- Supervising financial/budgetary matters and providing database reports;

- Organizing the Tradeshow by recruiting exhibitors and sponsors and soliciting donations;
- Preparing Award Banquet and special activities;
- Coordinating the presentation of documents in both official languages;
- Creating conference website and post information as it becomes available;
- Providing conference registration forms for members, non-members and life members;
- Disseminating information on the professional development workshops and speakers.

Meetings

- 1) Coordinate the Board of Directors' meetings, the Education Committee meetings, the annual Certification Committee meeting and all other committee meetings, including preparation and dissemination of notices, agendas, minutes and reports in both official languages; and
- 2) Record minutes of meetings and undertake appropriate action emanating from such meetings.

Information Sharing

- 1) In conjunction with regional Directors,
 - ◆ Encourage and promote membership in the AMANB, and
 - ◆ Encourage members to participate in the programs, workshops and activities of the AMANB.
- 2) Manage and upgrade the AMANB website and discussion groups (listserve); coordinate a social media presence.
- 3) Initiate a project to review options to facilitate knowledge transfer between communities.
- 4) Develop a program to highlight innovation and administrative excellence in NB Communities.

Professional Certification in Local Government Administration

- 1) Administer the program;
- 2) Act as Registrar which includes, but is not limited to:
 - ◆ Disseminate information to members;
 - ◆ Contact applicants regarding the status of their applications;
 - ◆ Prepare letters to Mayors and applicants and certificates.

Financial Business

- 1) Prepare, in consultation with the AMANB Treasurer, all financial statements/reports and annual budget;
- 2) Monitor the financial performance of the Association and recommend corrective measures, if required;
- 3) Supervise the activities of the AMANB to ensure that the budget is adhered to and not exceeded, subject to any specific instructions from the Board of Directors;
- 4) Confer with auditor and supply information;
- 5) Remit payroll source deductions to Canada Revenue Agency respecting prescribed timeframes;
- 5) Carry out billing and collecting of membership fees and other revenues as appropriate; and
- 6) Maintain financial records and get assistance as needed for regular bookkeeping.

Other

- 1) Perform other duties as required and directed by the President and Executive Committee.
- 2) Represent AMANB on various committees as determined by the Board of Directors and upon invitation from the Province or other government body.
- 3) Leveraging networks, and research/analytical capacity, provide advice and best practices to members on key files related to local governance and emerging trends.

Qualifications


- Post-secondary education graduate in business administration or equivalent education and work experience.
- Understanding and/or Experience working in a non-profit organization with volunteer-based Board of Directors and Committee Members.
- Computer knowledge and resourcefulness: knowledge of Virtual Meeting software and survey software.
- Experience in implementing and updating databases.
- Familiarity with local government in New Brunswick.
- Excellent verbal, written and communication skills in both official languages.

Behavioural Competencies

- Teamwork and Cooperation;
- Initiative and results orientation;
- Excellent organizational and time management skills;
- Effective Interactive Communication;
- Partnership, Network and Relationship Building.

Technical Competencies

- Ability to use Microsoft Office Technology, Software and Applications;
- Financial Management – financial administration, management, planning, budgeting accounting and reporting;
- Planning and Organizational Skills;
- Written Communication Skills – preparation of effective written documents including minutes, correspondence, reports.
- Records and Information Management.

Approved by the Board of Directors	 President Steven Hart
Date approved:	November 20, 2020.