

**Job Class Profile:           Municipal Affairs Analyst****Pay Level:                   CG-34                   Point Band:                   742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	4	5	4	4	1	2	
Points	280	83	13	19	150	87	83	21	21	757

**JOB SUMMARY**

The Municipal Affairs Analyst performs specialized analytical, investigative, meditative and educational work in support of the delivery of programs respecting the administrative and financial elements of the Municipal Local Government Program.

**Key and Periodic Activities**

- Conducts examinations and reviews to identify any deficiencies in local governments' financial and internal control procedures.
- Reviews administrative and financial records, financial statements, municipal budgets, and examines all adopted procedures and policies of local governments to ensure adherence to legislation.
- Performs comprehensive reviews of municipal records regarding administrative practices. Identifies critical areas and works with Municipalities to determine the depth of evaluation required. Provides continuous evaluation of local governments for non-compliance with any new programs (i.e. Gas Tax program, Public Sector Accounting Board Standards, Integrated Community Sustainable Plans).
- Provides consultation, guidance and general assistance to towns and local service districts to facilitate effective and efficient administration and operations.
- Develops and maintains contacts with Municipal Councillors and town administrators on a continuous basis through regular visits to town offices and handles daily telephone calls from all stakeholders in the region.
- Works with town administrators in the preparation of annual municipal budgets, financial evaluation submission forms and written requests for financial assistance.
- Carries out special investigations on financial, operational, and administrative activities of Municipalities where there is a suspicion of fraud, or other discrepancies within the municipal organization. Prepares reports and makes recommendations for action on issues identified from investigations, and meets with local governments to address deficiencies, mediate disputes, and resolve issues of conflict between staff and council.
- Collects, maintains and enters all information regarding Municipal Councils and Local Service Districts into Departments' information data base.
- Works closely with the Departments' training program staff to develop and facilitate local government training presentations. This requires identifying the needs of councillors and

### Key and Periodic Activities

- administrators.
- Provides expertise and support in the development and implementation of policy manuals, by laws and all other operational requirements of the Municipalities.
- Reviews all financial evaluations submitted to the department by towns seeking financial assistance through Capital Works Projects, Special Assistance and requests for Approval to Borrow. Makes recommendations to senior officials through the Local Government.
- Prepares Briefing Notes and other reports for the Minister and Executive.
- Attends annual meetings of Local Service Districts, if required, and provides assistance and advice on conducting the Municipal Election of Committee members.
- Attends inter-departmental training and keeps abreast of all programs and policies within the organization.
- Attends all staff meetings and regional meetings of the Department.
- Represents the Department through presentations and participates at seminars, conferences, conventions and other public functions.
- Performs annual municipal budget review and database entry.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of municipal administration and financial management.

#### Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business (Commerce/Finance or Accounting).

#### Years of Experience:

- Minimum: 2-3 years.

#### Competencies:

- Write letters, memos and other documentation.
- Provide advice to others on how to solve a problem or address an issue.
- Proofread, edit and format a variety of documents.
- Strong research and analytical skills.
- Uses various computer software programs such as spreadsheets, word processing, presentation, and databases.

### Interpersonal Skills

- A range of interpersonal skills are used such as: listening to information from other people; providing routine direction to others; communicating complex information; asking questions to get information; providing clear concise information in a professional manner; and interpreting legislation to provide correct advice to municipal representatives.
- Communication occurs with: employees within the immediate work area; supervisors; managers; municipal representatives; and the general public.

- The most significant contacts are with: local government officials; regional manager; and the public.

## EFFORT

### Physical Effort

- Work demands generally do not result in fatigue requiring periods of rest.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Required to use fine finger/precision work while sitting to perform financial data analysis using a keyboard and mouse. Extensive travel is required in completion of assigned work duties.
- Occasionally is required to lift files, supplies, etc. weighing less than 10 lbs.

### Concentration

- **Visual** concentration is constant while using keyboard/mouse and when reviewing financial information from municipalities.
- **Auditory** concentration is required when addressing request or concerns from municipal representatives or the general public.
- Work regularly is impacted by **interruptions** and multiple **time pressures/deadlines** with a **lack of control over work pace** (i.e. preparation of briefing notes for Minister, special investigations, etc.).
- **Exact results and precision** are required when reviewing financial reports and statements from municipalities.

### Complexity

- Work typically involves tasks that are quite different (i.e. financial management, auditing) but allow the use of similar skills and knowledge.
- While problems tend to be addressed by following procedures and/or guidelines, interpretation and application of rules, guidelines and/or protocols is necessary when working with municipal governments and local service districts. Situations do arise where there is a limited opportunity for standardized solutions when addressing deficiencies of local governments and mediating disputes and resolving conflicts between staff and council.
- The most typical challenge or problem is exercising good judgment in the delivery of services or programs to municipalities.
- Policies, procedures and guidelines exist to assist and address issues and challenges. Legislation is in place, such as the following Acts (i.e. Municipalities, Public Tender, Municipal Elections, etc).

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and controlled.
- Approval is required for all decisions.
- Decisions involving the determination of workflow for assigned tasks or the releasing confidential information are completed with discretion and independent judgment.

<b>Impact</b>
<ul style="list-style-type: none"> <li>— Impacts generally affect department, outside the department, and general public.</li> <li>— Work activities impact processes, systems, information, finances, and government image.</li> <li>— Inaccurate reporting could result in financial errors, legislative interpretation errors, or impact the operations of the municipality or local service district.</li> <li>— In the event of a mistake or error the consequence is directly felt on municipality or local service district.</li> <li>— Legislation, policies, procedures and work review are in place to mitigate the impact of errors.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— Typically not responsible for the supervision of staff.</li> <li>— May provide orientation and/or on-the-job training.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— Does not require any special precautions or safety equipment.</li> <li>— Typically works in an office environment where there may be occasional exposure to unusual/distracting noise, glare from computer monitors and lack of privacy.</li> <li>— Required to travel for work.</li> </ul>