

EVALUATION/TRAINING DOCUMENT

The Urban Board of Examiners requires this document to be accompany an application for Conditional or Standard Certificate where the applicant is claiming experience credit pursuant to Schedule "A", Table 1, Category 1 (on-the-job training)

A person meeting the following minimum qualifications may sign the Training Document:

- holder of an Advanced Certificate – Level 1, or equivalent; or
- holder of a Standard Certificate or equivalent for a period of not less than 5 years

The Competency Profile Chart is attached to provide guidance to the person signing the Training Document. The chart may be returned with the Training Document to provide the Board with additional information.

Training Document

Categories:

1. Interpret and apply legislation
2. Keep accounting records
3. Secure and manage financial resources
4. Collect revenues and control expenditures
5. Work with elected officials
6. Perform office functions
7. Manage human resources
8. Deal with public

PLEASE PRINT or TYPE

I, _____, Administrator of the _____ of _____ in the Province of Saskatchewan, do solemnly declare:

1. That I hold the following certificate of qualification:

Class _____

Date of Issue _____

2. That I have adequately trained _____ in the above mentioned categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently able to perform the duties of an urban administrator.

Dated this ____ day of _____

Signature

CERTIFICATION BY OFFICE INSPECTOR (if required)

That on the ____ day of _____, 2____ I performed a thorough evaluation of the applicant's office work and checked off the items reviewed with the applicant herein. It is my recommendation that a Standard Certificate be issued to _____ based on my evaluation.

Office Inspector

COMPETENCY PROFILE CHART

Interpret and Apply Legislation

- Interpret statutes and other legislation and regulations
- Keep current with applicable legislation and regulations
- Keep legislation and regulations references up to date
- Draft bylaws and resolutions
- Administer regulations and bylaws
- Utilize common law and statutes
- Utilize contract law
- Interpret Election Act
- Apply election procedures
- Implement Community Planning and Development Act
- Deal with Land Titles Office

Keep Accounting Records

- Estimate preliminary assessment values
- Prepare assessment roll
- Get local improvement tax on roll
- Prepare tax roll
- Issue receipts
- Issue cheques
- Enter data into books of original entry
- Post general ledger
- Prepare monthly financial statement
- Prepare abatement and cancellation documents
- Close and balance books at year end
- Prepare liability statements
- Prepare annual financial statements

Secure and Manage Financial Resources

- Forecast revenues and expenditures
- Determine availability of grants
- Prepare budgets
- Manage property
- Do banking
- Control inventory
- Identify insurance needs
- Analyze monthly financial statements
- Exercise internal control

Collect Revenues and Control Expenditures

- Collect taxes
- Calculate discounts, rebates and penalties
- Sell licenses and permits
- Collect rents, fines and other fees

Collect Revenues and Control Expenditures, ctd

- Issue and collect utility billings
- Apply for grants
- Collect grants in lieu of taxes
- Collect trailer license fees
- Sell and collect for services and supplies
- Apply for excise tax rebates
- Enforce tax collection procedures
- Deal with Provincial Mediation Board
- Collect tax through title acquisition
- Priorize expenditures
- Specify expenditures
- Determine cash flow
- Verify invoices
- Do payroll accounting
- Perform cost analysis

COMPETENCY PROFILE CHART

Work with Elected Officials

- Call Council or Board meetings
- Prepare agenda for meetings
- Gather information for meetings
- Serve as a secretary for Council or Board
- Take minutes at meetings
- Present reports at meetings
- Introduce delegates at meetings
- Advise on rules of order
- Advise Council or Board
- Distribute minutes
- Implement Council / Board decisions
- Administer policies
- Liase with other governmental jurisdictions

Manage Human Resources

- Draft job description
- Advertise jobs
- Arrange for bonding
- Delegate to employees
- Administer employee benefit plans
- Process worker compensation forms
- Prepare employee separation certificates and termination letters

Perform Office Functions

- Set up office procedures
- Write business correspondence
- Keep written records
- Set out and maintain filing system
- Maintain and destroy records
- Operate standard office equipment
- Handle mail
- Order supplies
- Make effective use of computer systems
- Read maps
- Interpret blueprints, designs and plans
- Deal with vendors

Deal with Public

- Demonstrate human relation skills
- Demonstrate communication skills
- Explain Council / Board decisions
- Handle complaints
- Deal with inquiries
- Make referrals
- Explain individual's assessments and taxes
- Consult with people
- Assist public in filling out forms