

## TOWN OF SUNDRE POLICY #101

### Organizational Chart

#### **Purpose of the Policy:**

To establish lines of authority for reporting and administrative responsibility.

#### **Policy Statement:**

1. The attached organizational chart establishes the lines of authority for reporting and administrative responsibility, and indicates where various positions fall in the total scheme of the Town.
2. It is the responsibility of each employee to be familiar with the structure and lines of this chart and to act accordingly in any particular situation.

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Approval

Signature:

Title: Chief Administrative Officer

References: Resolution No. 392/07

Revision Schedule: Annually

Date: December 10, 2007

Revision: 1

Next Revision: 2008

## TOWN OF SUNDRE

### **JOB CLASSIFICATIONS AND SPECIFICATIONS**

1. Chief Administrative Officer
  
2. DIRECTORS  
Director of Corporate Services  
Director of Operational Services
  
3. ADMINISTRATION  
Development Officer  
Fire Chief  
Community Peace/Bylaw Officer  
Manager, Parks & Recreation  
Gas Manager  
Municipal Clerk III - Executive Assistant  
Municipal Clerk III - Community Services Coordinator
  
4. ADMINISTRATIVE SUPPORT STAFF  
Municipal Clerk I – Front Desk  
Municipal Clerk I – Utility Clerk (1/2 time)  
Municipal Clerk I – Fire Department Administrator (1/2 time)  
Municipal Clerk II – Accounting Administrator  
Municipal Clerk II – Utilities & Taxation Administrator  
Municipal Clerk II – Assistant Development Officer
  
4. TECHNICAL SUPPORT STAFF  
Roads Operator I, II, III  
Parks & Recreation Operator I, II, III  
Utility Operator I, II, III - Gas  
Utility Operator I, II, III – Water & Sewer
  
5. MAYOR AND COUNCIL  
Mayor & Councillors  
Committees of Council