



Job Specifications Chief Administrative Officer

1.0 POSITION SUMMARY

The Chief Administrative Officer (CAO) is responsible and accountable to Council in ensuring effective day-to-day management of the municipality and is a leader who is well-experienced with the nuances and complexities of local government. The CAO will create a collaborative team environment by engaging with both staff and Council, and in doing so will leverage the expertise and strengths that exist within the organization. The CAO shall be decisive, with flexibility, possessing sufficient business acumen and political savvy to assist Council with complex decisions, and shall provide guidance and leadership to Town staff. The CAO will ensure that the vision, goals, objectives and directives of Council are carried out effectively and efficiently.

2.0 RESPONSIBILITIES

Management and Leadership

- Provide leadership, guidance and advice to assist Council with developing strategic plans, goals, objectives, and annual priorities.
- Ensures that Council has all relevant information and advice necessary to make informed determinations and decisions.
- Identify and understand broad issues, problems and opportunities, and make well-informed recommendations to Council.
- Provide ongoing, consistent leadership to the senior management team and through them to the organization.
- Monitor the delivery of municipal services through the various department heads to ensure that Council's budget, and strategic and business plans are followed.
- Direct the effective and efficient implementation of Council decisions as expressed in policies, by-laws and resolutions.
- Provide oversight in the development of short and long-range plans with a focus on continuously improving the level of functional integration across all departments.
- Ensure compliance with all statutory requirements, and Town policies, procedures and standards.
- Provide visible and positive leadership through the promotion of empowerment to all employees through coaching, mentoring, excellent communication and delegation of responsibility, while identifying and removing barriers to empowerment.
- Ensure information is shared in a timely and accurate manner within the municipality, Town partners, community groups, businesses, media and the public.
- Assume the role of Economic Development Officer for the municipality and demonstrate leadership in actively pursuing strategic economic development initiatives that contribute to new sources of revenue and/or a more prosperous community.

- Ensure the effective and efficient use of Town resources (financial, physical and human).
- Establish effective and efficient operation of the municipality taking into account all legislation, regulations, policies and standard practices and guidelines.
- Establish liaisons and positive relationships with the business community and with other boards and authorities and upper levels of government and act as spokesperson on behalf of the municipality.
- Ensure there are appropriate mechanisms in place to facilitate community input and engage the public.
- Communicate and interact with the Mayor and Council and with the general public on all administrative matters as required.
- Carry out other duties as may be assigned or required.

Financial Management

- Oversee the preparation and presentation to Council the operating and capital budgets in conjunction with the Director of Financial Services/Treasurer.
- Coordinate and review operating and capital budgets in coordination with senior managers prior to submission to Council.
- Exercise general financial control over all departments to ensure that budgets are adhered to and to ensure that reports are submitted to Council when over-expenditures have or are likely to occur.
- Project and manage financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff.

Human Resources Management

- Directly oversee the Senior Management Team and the Executive Assistant to the CAO and the Mayor.
- Determine the appropriate organizational structure; delegate and empower staff within reasonable limits; ensure the Town has appropriate succession plans in place.
- Maximize the talent of staff by ensuring adequate training, mentoring and coaching, and determine appropriate performance indicators.
- Oversee the strategic planning of human capital resources in each area.
- Motivate staff to deliver quality service and programs to ratepayers.
- Recommend to Council the appointment, suspension or dismissal of department heads, as well as providing assistance and direction regarding the hiring, suspension or dismissal of all other employees.
- Oversee the collective bargaining process, in conjunction with the Director of Corporate Services.

3.0 QUALIFICATIONS

- Post-Secondary degree in public administration or related field and a professional certificate.
- Must have experience demonstrating strong organizational and leadership skills.
- Must have minimum 10 years of progressive experience at senior management level.
- Must have minimum 10 years of experience in municipal operations.

- Excellent leadership, interpersonal, communication, planning, critical thinking, presentation, problem solving, financial and negotiation skills.
- Ability to effectively manage staff at all levels (including unionized staff) and ensure accountability for performance and results.
- Demonstrate short and long-term vision and success developing and implementing strategic and operational business plans.
- Ability to initiate/facilitate and implement change in an organization and workplace.
- Excellent verbal and written communication skills to prepare reports and minutes, make presentations to Committees and Council and to coordinate policy advice to present sound, practical recommendations to Council.

4.0 WORKING CONDITIONS

- Employed in a office environment 35 hours per week
- Required to attend Council and Committees of Council meetings
- Some travel and attendance at evening meetings is required
- Interact with employees, managers, general public, other government agencies, ministries and boards
- Regular interruptions
- Lieu time is capped at 35 hours annually

5.0 WAGE RATE

\$147,945- \$184,932 (Salary Group 12)

Comprehensive benefits package

Non-union position