



CHIEF ADMINISTRATIVE OFFICER

Title: Chief Administrative Officer (CAO)	Department: Administration
Reports To: Mayor & Council	Date Approved: March 2023
Salary Range: Pay Grade 6 (\$125,322 - \$148,843) (<i>Pending Job Evaluation</i>)	Status: Permanent/Full-time

Position Profile:

As the senior administrative role within the Municipality, the Chief Administrative Officer provides advice and guidance to Council, staff and the public regarding good governance practices and effective, efficient administration to achieve operational and strategic goals.

The CAO will provide effective leadership to the management and staff of the Municipality directing human, financial and physical resources, ensuring Council's directives are carried out.

Key Duties/Responsibilities/Activities:

1. Council / Governance Advisor

- Act as chief policy advisor to Council and provide advice based on professional standards and best practice to ensure that clear, comprehensive information and alternatives are provided on which to make informed policy decisions.
- Communicate, champion, and direct the implementation of Council decisions; provide day-to-day support to the mayor and members of Council in their governance roles.

2. Corporate Administration

- Responsible for strategic leadership and implementation of strategic objectives and short/long term goals as adopted by Council.
- Act as the administrative head of the Municipality and exercise general control and management of the affairs of the municipality in accordance with the Municipal Act, approved policies and programs, and by-laws.
- Oversee human resources and talent management strategy including organizational structure changes, staff development, performance management, coaching and discipline, compensation, labour and employee relations, recruitment and selection, and compliance with all provincial and federal employment laws.
- Lead the Senior Team on corporate planning and strategic initiatives, items for Council consideration, major policies, and service levels.
- Direct the preparation of the annual operating and capital budgets, including long range financial forecasts for the Municipality.



- Authorize expenditures for the purchase of equipment, supplies or other operating expenses, within the provisions of the Procurement Policy and enter into contracts on behalf of the Municipality.
- Direct and work with the Senior Team to monitor activities and agreements with local partners to promote and protect the Municipality's financial and other interests; apprise Council of pertinent issues and strategies to address.
- Monitor the overall delivery of services to ensure practices are coordinated, contemporary, meet the needs of the Municipality and reflect customer service excellence. Ensure appropriate stakeholder consultation occurs and prepare periodic reports to Council on changes and enhancements.
- Oversee, monitor, and provide direction for legal matters. Keep Council apprised of status and progress.
- Respond to inquiries and liaise with elected officials, internal departments, other governments, residents, citizens, special interest groups, the media, etc. Carefully monitor and follow-up on sensitive issues or complaints, taking corrective action where necessary.
- Act as a signing officer for the Corporation; sign on behalf of Council all agreements and other negotiable instruments approved or delegated by Council, and to ensure all such documents are co-signed by a designated officer when required.
- Responsible for the purchase and sale of Municipal land process; oversee research efforts, present, and receive direction from Council, work closely with solicitor and Clerk to ensure all legal requirements are met.

Work Relationships:

- Provides Direct authority over all departments.
- Liaise with other Municipal Staff, Members of Council, federal/provincial government representatives, local Municipal Staff, and the general public.

Work Demands/Stresses:

- Operates in an environment that demands accuracy, attention to detail with concentration on continuous deadlines with the ability to set priorities and multi-task.
- Must maintain a thorough knowledge of all legislation and policies affecting the Municipality.
- The ability to maintain confidentiality is essential.

Working Conditions:

- Work is conducted in an office environment, with exposure to the public and media.
- Work requires ability to quickly transition from one issue to another, make decisions effectively and in consideration of qualitative, quantitative information and often with competing priorities or interest groups.



- Requirement to attend evening meetings, public municipal events on weekends as needed. Availability to respond to emergency issues throughout the year.

Education/Experience/Aptitudes:

- University Degree in Commerce, Public Administration or equivalent
- Minimum ten (10) years municipal experience.
- Minimum five (5) years at the senior management level.
- Demonstrated experience developing effective relationships including with staff, elected officials, boards, committees and associations of varying stakeholders, often with competing interests.
- Highly developed communication, leadership, and inter-personal skills.
- High degree of political and business acumen.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*