

Position Description – CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) is the administrative head of the municipality. This position is responsible to all of council for the overall administration, financial management and human resource management of the municipality.

The CAO oversees the implementation and delivery of programs and services that are approved by all of council and ensures that these programs and services are delivered to all residents and ratepayers in a manner that makes efficient and effective use of the human, financial and physical resources of the municipality.

The CAO is the principal advisor to all of council and is responsible for ensuring that all of council is informed of their legislative responsibilities and authorities and all other relevant information necessary to make informed decisions on every municipal matter.

Responsibilities and Duties:

Administration:

- Attend all regular, special, and committee meetings of council, and lead the preparation of agendas.
- Prepare and present reports to all of council regarding municipal operations. Recommend appropriate action or request ratification for action taken to deal with matters requiring council approval.
- Ensure all required by-laws and resolutions are in-place and up-to-date and readily available for public review.
- Establish and maintain positive relationships with neighbouring municipalities, organizations, and other levels of government regarding municipal matters of interest.
- Demonstrate an in-depth knowledge of, and experience in government and business processes and decision-making, and legislative requirements and accountability principles related to government.
- Develop and promote a strong working relationship with all of council and respect the specific role distinction of council and management.

Policies/Programs/Service Delivery:

- Advise all of council on strategy and policy with respect to land use planning and economic development for the municipality. Establish and maintain an effective working relationship with developers and businesses. Recommend municipal support and appropriate funding for proposed economic development initiatives.
- Respond to public enquiries and media requests for information or complaints with regard to municipal operations.
- Ensure that sound public relations are maintained by communicating information on the actions and decisions of council to ratepayers and citizens.

Financial Management:

- Direct the development of budgets and the establishment of financial controls. Work with employees to prepare and present options for the annual financial plan, the capital budget and the five-year capital plan.
- Ensure expenditures receive necessary approvals and are within the approved budget. Evaluate and recommend actions to be taken with respect to the municipality's financial position.
- Monitor the delivery of municipal services through the various department heads to ensure that council's budget (and business) plans are followed.
- Recommend to all of council new initiatives, changes to programs / services, or changes to the organizational structure that will improve efficiency or service delivery.

- Lead the development of a long-range plan for the operation and continued success of the municipality. Plan, direct and co-ordinate the day-to-day activities required to implement the plan.

Human Resource Management:

- Recruit, develop and evaluate all management employees. Approve the appointment, demotion, transfer or dismissal of employees, as well as all compensation administration, within established personnel policy and budget. Ensure the municipality has a comprehensive human resource plan to attract, develop and retain qualified employees.
- Develop appropriate communications procedures to ensure that all employees are informed regarding the policies and directions of all of council. Monitor the implementation and execution of all council policies by responsible departments.