



Job Description

Position Title: **Chief Administrative Officer**
Department: Administration
Reports to: Mayor and Township Council
Location: Township Municipal Offices (Primary)
Classification: Senior Management
Hours Per Week: 37.5 Hours

Job Summary

Reporting to the Mayor and Township Council (Council), the Chief Administrative Officer (CAO) is the senior most administrative leadership position at the Township of East Garafraxa (the Township). The CAO provides direction to the strategic planning process to ensure the effective and efficient delivery of corporate services for the Township community and its constituents. The CAO helps shape the future of the Township by championing the Corporation's vision and leading a multi-disciplinary team of corporate leaders to implement the strategic priorities of Council.

The Chief Administrative Officer is responsible for the leadership of Township departments and functions including Finance; Clerk's Department; Planning, By-Law Enforcement, Emergency Management, Public Works, and Human Resources. The CAO is responsible for planning, directing, supervising, coordinating and controlling all municipal operations, services and finances as approved by the Mayor and Council.

Duties and Responsibilities

1. Corporate Strategy, Policy and Direction (30%)

- 1.1 The Chief Administrative Officer (CAO) holds office at the pleasure of Council and, in accordance with the Municipal Act, 2001, is responsible for:
 - 1.1.1 Exercising the general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality, and
 - 1.1.2 Performing such other duties as are assigned by the Mayor and Council.
- 1.2 As the principal policy advisor to Council, the CAO provides unbiased, timely, current and professional advice, information and options to facilitate informed decisions.
- 1.3 Implements the decisions of Council by ensuring that policies, procedures, programs and strategies are in place following Council directives.
- 1.4 Directs the preparation of plans, programs and reports to be submitted to Council and supervises the implementation of all programs approved by Council.
- 1.5 Establishes internal directives and provides leadership to direct reports to implement standards of current and future operations and service delivery, as directed by Council.
- 1.6 Provides recommendations to Council so as to improve the administration, operations and service delivery of the Corporation.
- 1.7 Undertakes strategic and business planning initiatives and other studies to improve organizational effectiveness, efficiency, costs and productivity.
- 1.8 Leads, advises and directs the Mayor and Council in developing Council priorities and budgets that enable short, medium and long term action plans.
- 1.9 Investigates all written complaints and/or claims made against the municipality, and where applicable, makes recommendations accordingly.

- 1.10 Ensures the maintenance of sound public relations as it relates to the Corporation employees and the people of the community.
- 1.11 Acts as the principal policy advisor to Council.
- 1.12 Ensures implementation of best practices.
- 1.13 Exercises general control and management of the affairs of the Township for the purpose of ensuring its efficient and effective operation.
- 1.14 Acts in capacity of Clerk with respect to statutory duties pursuant to the Municipal Act, in the Clerk's absence.

2. People Leadership (40%)

- 2.1 The CAO brings a strong and collaborative, people-focused leadership style and builds, engages and motivates a high performing team.
- 2.2 Leads a team of department heads, technical and professional staff in multi-disciplinary functions including finance, human resources, health and safety, administration, information technology, service innovation, public works, engineering, by-law enforcement, emergency management, planning, parks, and facilities.
- 2.3 Through the department heads, the CAO is responsible for all employees of the Township.
- 2.4 Responsible for the implementation of an effective human resources strategy and programs, including recruitment, total compensation, performance management, training, development, policy, employee relations, succession planning and organizational efficiency.
- 2.5 Implements a staffing strategy ensuring efficient use of resources while accomplishing the directives of Council with respect to service delivery to the community and corporate operations.
- 2.6 Implements the compensation program with respect to wages, salaries and working conditions and generally supervises the administration of such documents.
- 2.7 As chief of staff the CAO is the liaison between Council and staff.
- 2.8 Oversees the development and recommended changes to comprehensive annual operating and capital budgets.
- 2.9 Oversees the activities of the Treasurer and managers with respect to annual updates to the Asset Management Plan, Tangible Capital Assets and long-range capital forecasts.
- 2.10 Reviews and provides CAO sign off on all staff reports, by-laws and resolutions.

3. Township Operations (30%)

- 3.1 The CAO leads a multi-disciplinary team overseeing all of the operational, administrative and public services.
- 3.2 Directs the preparation and presentation of operating and capital budgets, and is accountable for the short and long term fiscal objectives of the Township.
- 3.3 Ensures business and financial planning, revenue generation, capital and operating budget and sound stewardship of fiscal, people and physical assets.
- 3.4 Maintains strong and effective external relationships with municipal auditors, solicitors, consultants, community organizations, federal, provincial, County and local government agencies and the public, on behalf of the Township.
- 3.5 Ensures compliance with applicable legislation including the Municipal Act, Ombudsman Act, Elections Act, Municipal Conflict of Interest Act, Planning Act, Safe Drinking Water Act, Employment Standards Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities (AODA) and other federal and provincial legislation.
- 3.6 Responsible for assisting with the conducting and overseeing municipal elections in conjunction with the Township Clerk, in accordance with the requirements of the Municipal Elections Act.
- 3.7 Seeks opportunities for partnerships and external sources of funding.
- 3.8 Responsible for corporate internal and external communications, visual identity and media

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communications.

- 3.9 As intermediary between Council and Staff, ensures that the roles of Council and Staff are clearly understood and an appropriate, effective and productive partnership is in place.
- 3.10 Attends Council meetings and represents the Township in matters addressed at the Council table.

4. Other

- 4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Township by-laws, policies, procedures and guidelines.
- 4.2 Other related duties, as assigned by Mayor and/or Council.

Hours of Work

- Normal hours of work are Monday to Friday, 8:30 a.m. to 4:30 p.m. (37.5 hours/week).
- It is a requirement of the incumbent in this position to attend meetings of Council the second and fourth Tuesdays of each month, or as otherwise determined by Council, from 2:00 p.m. until the meeting is adjourned, or as otherwise determined by Council.
- Additional hours may also be required for Committee meetings or Township business, or Community events on evenings and/or weekends. Not eligible for overtime pay.

Supervision

Direct Reports

- Township Treasurer, Township Clerk, Township Director of Public Works.

Indirect Reports

- Full-time, Part-Time, and all other temporary and seasonal employees.

Minimum Qualifications

Education

- Post-secondary degree in Public Administration, Business Administration, Planning, Engineering and/or related field.

License, Registration and Training

- Completion of AMCTO Certified Municipal Officer (CMO) or equivalent.
- Valid and unrestricted Class "G" driver's licence with access to reliable transportation and be able to travel to various work locations across the Township.

Experience

- Ten (10) years of progressive experience in the municipal sector working with elected officials, including five (5) years of experience in a senior leadership/executive level role.
- Extensive experience developing effective relationships, both internally and externally, especially with Council, municipal staff at all levels, other levels of government, external organizations and the public.

Knowledge/Skills/Abilities

- Demonstrated leadership and understanding of municipal operations and legislation.
- Record of accomplishment in achieving administrative, financial and customer service excellence.
- Dynamic and visionary leadership, with strong strategic planning and long term thinking skills.
- Focus on building a high performing team, employee engagement and development.

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- Excellent problem solving of complex issues and critical thinking.
- Develop and foster positive and productive working relationships between governing bodies and administration, understands and manages pressures and expectations on both sides.
- Ability to handle confidential and sensitive information with a high degree of judgement and discretion.
- Collaborative leadership style with excellent inter-personal skills.
- Excellent oral and written communication skills with experience in public and media relations.
- Strong project and change management skills.
- Intermediate skills in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications

Education

- Master's in Public Administration, Business Administration, or a related discipline.

License, Registration and Training

- Completion of the AMCTO Certified Municipal Officer (CMO).
- Current professional designation such as CPA, P.Eng. or RPP.

Experience

- Fifteen (15) or more years of senior leadership/executive level experience, including municipal experience, in a public sector environment with extensive experience working with elected officials.

Knowledge/Skills/Abilities

Same as Minimum Qualifications
