

TEMPLATE 1.2: CHIEF ADMINISTRATIVE OFFICER (CAO) – JOB DESCRIPTION

JOB SUMMARY: As the administrative head of the municipality, the CAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the [name of Act] and other enactments, or those assigned by Council.

RESPONSIBLE TO: Municipal Council

GENERAL RESPONSIBILITIES:

1. Promote the Municipality's Mission and Values.
2. As a member of the Corporate Leadership Team, participate in Corporate Planning and Policy Development.
3. Plan, organize, and manage the CAO's Office.
4. Establish and maintain an effective working relationship with staff, administration, members of Council, and the public.
5. Undertake strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
6. Recruit, select and train staff.
7. Prepare annual budget; control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized.
8. Maintain a high profile and public relations function in the community and province demonstrating a personal commitment to Municipal values and Guiding Beliefs.
9. Serve as an effective liaison with Community Organizations and Provincial and Local Governments.
10. Maintain a constant awareness of new trends and developments in the municipal leadership field.
11. Ensure workplace health & safety and perform two recorded inspections annually.
12. Demonstrate strong self-management skills and further personal development.
13. Undertake performance management reviews for direct reports at least annually (or more often as required).
14. Complete general administrative (special) projects assigned.

RESPONSIBILITIES LINKED TO THE MUNICIPALITY'S STRATEGIC PLAN

Use the strategic outcomes, goals and strategies that were validated by Council this year. Examples include:

1. Cultivate economic prosperity - Build a strong foundation to support sustainable growth
2. Cultivate an historic, creative, and active community
3. Cultivate a Green Community - Promote a sustainable community
4. Cultivate Excellence in Government
5. Cultivate Sustainable Infrastructure and Services
6. Cultivate a Safe, Healthy and Inclusive Community
7. Collaborate with regional partners
8. Develop organizational capacity and maintain fiscal responsibility

QUALIFICATIONS:

- Bachelor's Degree in a discipline related to municipal service delivery and a minimum of ten years of senior administrative experience; or an equivalent combination of education and experience.
- Graduate training in leadership; public or business administration is considered an asset.
- Participation in, or completion of, the Certified Local Government Management Program or equivalent thereof.
- Demonstrated knowledge of the [name of Act] and related statutes.
- Knowledge of applicable legislation, current standards, effective marketing, and policy formation.
- Ability to provide strong futuristic leadership and strongly believe in the delegation of both authority and responsibility.
- Strong management, analytical and interpersonal skills with the ability to use tact, diplomacy, and mature judgment.