



TOWN OF PLYMPTON-WYOMING POSITION DESCRIPTION

TITLE: Chief Administrative Officer (CAO)

REPORTS TO: Council

DEPARTMENT: Corporate Services

POSITIONS SUPERVISED: All Department Heads & Executive Assistant Corporate Services

POSITION SUMMARY:

The Chief Administrative Officer (CAO) is responsible and accountable to the Council of the municipality for the efficient day-to-day management of the municipality. As the leader of the municipality's senior management team, the CAO is responsible for ensuring that Council's directives are carried out in an effective and efficient manner. Under Council's direction, the CAO will be responsible for managing the human, financial and physical resources of the municipality in accordance with the Municipal Act and related legislation.

MAJOR RESPONSIBILITIES:

- Lead and direct the management and administrative operations of the municipality. Coordinate the operations of all municipal departments, to promote consistency in management policies and practices, and ensuring effective teamwork between groups.
- Coordinate the development and implementation of short and long-range operating plans and strategies for the municipality.
- Organize and supervise the effective and efficient implementation of Council's policies and programs and ensure compliance with all relevant statutory and regulatory requirements.
- Ensure the efficient operation of the municipality's administration including motivating and developing the skills of the Department Heads and their staff to foster productivity, professionalism, and high morale.
- Keep abreast of departmental operations through frequent meetings with Department Heads in order to coordinate the implementation of activities, policies, plans, and budgets.

Position Description: Chief Administrative Officer

- Develop administrative and operational processes to ensure that all decisions by Council are implemented.
- Communicate and interface with the Mayor and Council and with the general public on all administrative matters, values and priorities, as required.
- Establish 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.
- Serve as policy advisor to the Council and Committees. Consult with internal and external contacts to coordinate Council submissions, and to obtain appropriate background information as necessary to assist Council with decision making. Attend all meetings of Council and any Committees that Council may deem necessary, make observations, advise Committees, and respond to questions as required on behalf of the administration.
- Provide advice and expertise to Council. Prepare policies and recommendations to Council and Committees. Propose by- laws, resolutions, and other action by Council.
- Coordinate and finalize the preparation of operating and capital budgets for consideration by Council and its Committees. Administer approved budgets within parameters set by Council.
- Ensure information reports, research and other materials including letters and submissions are provided to Council on a timely basis related to discussions on agendas.
- Present recommendations to Council relating to departmental operations and propose legislation or resolutions to address such recommendations.
- Oversee the collective bargaining process with unionized employees of the municipality and recommend to Council agreements concerning wages, salaries and working conditions. Conduct negotiations on collective agreements and administer agreements within the parameters established in grievance procedures.
- Oversee the recruitment, appointment, employment, training, evaluation, suspension or dismissal of all employees recognizing the appropriate procedures specified for those employees covered by collective bargaining agreements.
- Oversee the direction of all employees within the municipal corporation.
- Oversee the implementation of computer systems and programs that will increase the operational efficiency of the municipality.
- Oversee corporate insurance and legal programs and obligations.
- Develop and maintain effective working relationships with the municipality's solicitor, auditor, regional, municipal, provincial, and federal representatives, consultants, other municipal representatives, and external stakeholders.
- Ensures expenditures receive necessary approvals and are within approved budget.
- Responsible for grant applications to Provincial and Federal Governments and other funding resources, working with the applicable Department Head.
- Ensures the safety, maintenance and management of all equipment, vehicles and material resources related to municipal operations. Provides final approval for purchases, subject to authorization by Council.

Position Description: Chief Administrative Officer

- Responsible for Economic Development initiatives in the municipality and for expanding and maintaining the industrial/commercial/business tax base through the recruitment, retention, development, and marketing of the Town.
- Any other duties as assigned by Council from time to time.

REQUIRED EDUCATION, EXPERIENCE

Education

- A degree in Public/Municipal administration, law or human resource management from an accredited post-secondary institution, or a combination of education and experience in a relevant discipline related to areas of service provision.
- Eligible for Certified Municipal Officer designation.

Experience

- Minimum of 7 years senior management experience in the municipal sector preferred.
- Comprehensive understanding of local government operations and financing, the role and authority of Council, the function of the senior municipal staff position and the necessary supports to ensure effective fulfillment of the Municipality's governance.
- Strong understanding of appropriate municipal legislation and regulations relative to Council's mandate and primary relationships.

REQUIRED KNOWLEDGE, AND SKILLS:

Knowledge

- Sound knowledge of corporate administration and business planning and management as normally acquired through post secondary education in a related discipline, combined with extensive progressively responsible experience in municipal government.
- Thorough knowledge of municipal government operations including finance, engineering, public works, recreation, planning, and economic development.
- Knowledge of all By-laws and related legislation and regulations as they may apply to the municipal corporation.
- Managerial and administrative skills to plan, direct, supervise and coordinate the functions of the CAO's office.
- Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures relevant to same.
- Negotiating skills to resolve organizational and inter-departmental conflicts and to participate in the collective bargaining process as required.
- 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.

Decision Making and Judgement

- Work is performed under the guidance of the Mayor and Council. Access is available to other municipal CAO's for the exchange of information as required.

Judgement is exercised in:

- Acting as Chief policy advisor to Council and recommending, formulating and participating in inter-departmental and inter-governmental projects as required.
- Directing the focus of the corporate administration to accomplish the approved plans for the year.
- Coordinating and reviewing operating and capital budgets in cooperation with other senior department heads prior to submission to Council.
- Acting as spokesperson and representative of the corporation to ensure the best interests and image of the municipality are met.
- Providing leadership and direction to employees of the Corporation, ensuring the effective direction and management of human resources.

Interpersonal Skills

- Excellent interpersonal skills that inspire commitment, collaboration and teamwork; leading to positive interactions with management and staff, Council, senior government officials and other senior leaders in the municipality.
- Excellent verbal/written and interpersonal skills; has the ability to resolve conflicts and deal with sensitive or political issues in an effective and timely manner.
- Proven success developing and implementing strategic and operational business plans.
- Demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes.
- Trustworthy leader who demonstrates openness, trust, ethics and integrity.
- Interacts:
 - With all department heads on a regular basis to coordinate activities, discuss plans, policies and priorities.
 - With the Mayor and all members of Council to discuss operational and policy issues and to review status of plans and programs.
 - With various government officials to obtain information on policy, to coordinate funding proposals and to discuss municipal problems/issues.
 - With Council members to present recommendations and reports, to respond to questions and to seek approval on issues/resolutions.
 - With the business community to represent the municipality, to respond to issues, discuss development projects, etc.
 - With the media to act as spokesman for the municipality relating to official ceremonies, presentations, local government concerns, etc.

This position works within an office environment with office hours being 8:30 a.m. to 4:30 p.m. (35 hours per week) and is required to attend Council meetings and Committees meetings, as deemed necessary, which are generally convened on weekday evenings.