



## **JOB DESCRIPTION**

**Position:** Chief Administrative Officer

**Department:** Chief Administrative Office

**Reports to:** Mayor and Council

### **Position Summary:**

The Chief Administrative Officer (CAO) shall carry out the general duties, roles and responsibilities set out herein in accordance with any and all relevant legislation, applicable by-laws, resolutions, policies and guidelines that may be enacted or directed from time to time by Council.

Reporting to The Mayor & Municipal Council, the CAO will contribute a dynamic leadership, strategy, direction and enthusiasm. The CAO will work closely with Council and the Senior Management Team to develop a compelling vision and strategy, establish the targets and standards of performance and drive the Municipality to build on past success and propel the Municipality into the future with visionary guidance.

As an exceptional communicator, politically astute and visionary leader, you have a proven record of achieving organizational, administrative, financial, client service and change management excellence. You are highly regarded as an inclusive relationship builder that places great value on earning the confidence of others through leveraging diversity, team building, community engagement and nurturing strong external partnerships with stakeholders.

### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training, and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

### **1. General Duties and Responsibilities:**

- a. Coordinate, lead and direct the Senior Management Team in the administration of the business affairs of the Municipality;
- b. Delegate appropriate duties and responsibilities to the Senior Management Team within the organizational structure for the purpose of establishing an efficient and effective administrative structure;



- c. Responsible for motivating and developing the skills of the Senior Management Team members and fostering productivity, professionalism, adherence to the corporate values and open communications;
- d. Provide hands-on direction and assistance in planning and implementing difficult and complex tasks which may cover a number of departmental disciplines and which require the co-ordination and co-operation of the various departments;
- e. Provide information, advice and recommendations in co-operation with the Senior Management Team, as required or as might be useful to Council for purposes of decision making;
- f. Present to Council, in co-operation with the Senior Management Team, reports and information regarding progress and accomplishments of programs and projects, and the general administrative management of the Municipality;
- g. Coordinate the development and implementation of short and long term operating plans and strategies for the Municipality;
- h. Ensure that effective and efficient management systems and practices are in place across the organization;
- i. Direct the development, implementation and administration of strategic objectives, planning priorities, policies and programs in accordance with applicable by-laws, legislation, regulations, and Council direction;
- j. Responsible for the economic development portfolio of the Municipality.
- k. Keep up-to-date on all Municipal operations through frequent meetings with senior staff for the coordination of activities, formulation of recommendations concerning policies, plans, budgets, and the effective implementation of the same;
- l. Research, analyze and/or obtain advice from solicitors, consultants, and government ministries as deemed necessary;
- m. Attend and participate in Council meetings, and other applicable meetings where required. Make observations, advise and respond to questions as required on behalf of administration;
- n. Review and approve all staff reports, draft motions, by-laws and policies prior to their inclusion on the Council meeting agenda;
- o. Report, as required, to Council on the effectiveness of policies and programs and recommend measures to enhance these to better achieve the objectives of Council;



- p. Establish liaisons and positive relationships with local various boards and committees along with neighbouring Municipalities;
- q. Provide administrative advice to Council and ensure that they are informed of all critical issues and pertinent Municipal business including major operations, projects, financial and planning matters. Ensure the provision of due diligence advice to Council;
- r. Other related duties as may be assigned from time to time by Council

## **2. Human Resources Management and Administration:**

- a. Advise Council as to the appointment, promotion, demotion, suspension or dismissal of a Senior Management Team member reporting directly to the CAO;
- b. Have authority and responsibility to appoint, promote, demote, suspend or dismiss any employees of the Municipality below the Senior Management Team in accordance with the lines of authority defined in the organizational structure;
- c. Participate in union contract negotiations, resolve grievances and disputes. Encourage a harmonious working relationship amongst all Municipal employees.

## **3. Financial Management:**

- a. Direct, in co-operation with the Director of Financial Services/Treasurer and the Senior Management Team, the preparation and presentation of operating and capital budgets on an annual basis;
- b. Direct Senior Management Team to optimize all potential revenue sources and maximize the effective and efficient use of resources.
- c. Approve expenditures within spending limits authorized by Council and other expenditures in accordance with the Municipality's procurement policy.
- d. Approve all tenders and quotation awards where funds are provided in the budget and established purchasing policies have been observed;



#### **4. Administrative Organization and Management:**

- a. Create and re-organize, in consultation with the Senior Management Team, such departments of the Municipality as may be considered necessary and properly to fulfil obligations for the Municipality, and will report to Council on the changes;
- b. Ensure the safety, maintenance and management of all Municipal buildings, equipment and material resources;
- c. Ensure the security and integrity of all records related to Municipal operations, including computer systems and data.

Nothing contained in this document shall be deemed to empower the CAO to perform, do or direct any act, which shall in any manner or extent whatsoever encroach upon the legislative powers of Council.

#### **Qualifications:**

- University education in Business Administration, Engineering, Planning or other relevant discipline or an acceptable equivalent combination of education and experience
- Ten (10) years of progressively responsible senior level experience in a Municipal government setting or similar environment, or experience leading a complex organization with a multiple set of operations and diverse stakeholders.
- Additional post-graduate Master's level study in Public Administration or relevant program is an asset.
- Demonstrates understanding of Municipal operations and legislation.
- Record of accomplishment in achieving administrative, financial and customer service excellence.
- Dynamic and visionary leadership, with strong planning and long term thinking skills.
- Focus on building a high performing team, employee engagement and development.
- Excellent problems 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 high degree of judgment, 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.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.



- Must have a valid class "G" Ontario Driver's Licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

**PREPARED BY:** Doug Payne

Director of Human Resources

**APPROVED BY:** Mayor & Council

The Municipality of Strathroy-Caradoc

**UPDATED:** April 2023

**SUPERSEDES DATE:** March 2023