

## **CORPORATION OF THE MUNICIPALITY OF MEAFORD JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>
<b>DEPARTMENT:</b>	Office of the Chief Administrative Officer
<b>REPORTS TO:</b>	Council
<b>SUPERVISES:</b>	<b>DIRECTLY:</b> Deputy CAO/Corporate Services/Treasurer; Director, Operations; Director, Planning & Building Services; Director of Fire and Emergency Services/Fire Chief; Director Community Services; Director of Legislative Services/Clerk

### **POSITION SUMMARY**

Responsible for the strategic direction and overall operations and administration of the municipality including the leadership of the senior management team, providing direction of municipality-wide continuous improvement initiatives, providing business, policy guidance and technical advice to Council, and implementing Council decisions and directives, ensuring the timely delivery of innovative programs and services, and a fiscally responsible budget while championing the corporate vision and the programs and policies of Council.

### **DUTIES and RESPONSIBILITIES**

#### **Management and Leadership**

1. Provide leadership to Council and members of the senior management team to ensure the efficient, economical and effective organization and administration of all departments and boards as determined by the by-laws of the Corporation, the effective and efficient implementation of Council's policies and programs in line with Council strategic priorities and ensures corporate compliance with all relevant statutory and regulatory requirements.
2. Establish and/or update, with Council and the senior management team, the vision and strategic direction for the Municipality and provide periodic updating of the Strategic Plan with Council.
3. Ensure that effective financial management, information systems, planning, policies and procedures are in place; review the annual business plans and budgets (operating and capital) prepared by the Departments and linked to the Municipality's strategic direction; provide leadership of the business plan and budget approval process with Council.

4. Monitor the performance of departments against business plans/budgets; review variance reports and initiate corrective action where necessary and submits to council on a regular basis an analysis of progress in achieving objectives established in the strategic plan.
5. Direct periodic reviews of the organizations' structure, programs and services and initiate organizational, management and communication changes as required and reports the outcome of these reviews to Council.
6. Establish the terms of reference for corporate wide continuous improvement initiatives/projects.
7. Act as key management representative responsible for the coordination/cooperation among departments; provide problem-solving/decision making advice to the members of the Senior Management Team.
8. Co-ordinate and direct the preparation of plans, programs and viable policy alternatives for submission to the Council for the development and improvement of corporate property, resources, facilities and services.
9. Establish a working environment that is conducive to attracting and retaining all levels of employees.
10. Establish liaisons and positive relationships with the business community and with other boards and authorities and upper levels of government and acts as a spokesperson on behalf of the administration.
11. Develop and recommend to Council a comprehensive program of governmental relations to promote and secure the interests of the Municipality
12. Participate as a member of the Corporation's Emergency Management Program Committee in a designated role through the Emergency Control Group.

### **Technical**

13. Review and approve all materials and documentation sent to members of Council, final approval of Council and Council committee agendas.
14. Provide business and technical advice to members of Council regarding decisions and actions requiring their approval.
15. Implement Council directives and decisions and provide follow-up on implementation with initiation of corrective action where required.

16. Review matters that are the concern of any committees created of Council prior to placement on Council's agenda - recommend procedural changes to committees and Council of the preparation and management of agendas and the organizational arrangements of Council and its committees.
17. Identify and track best practices and trends/advances in the municipal field for possible application in municipal administration, operations and service delivery.
18. Provide input to, and approval of, quality assurance programs covering the delivery of services to the public by various municipal departments; review reoccurring customer complaints.
19. Coordinate and administer contracted legal services by the Municipality; oversee claims settlement and litigation with recommendation to Council on cost effective resolutions; track pertinent legislation impacting on Municipality operations and administration with technical advice to Council.
20. Ensure the effective delivery and reporting of all human resources related activities such as hiring and recruitment, employee relations, talent management, health and safety, etc., that will attract and retain high caliber staff to meet short and long term staffing and organizational requirements, ensure legislative compliance and establish a positive climate of employee and labour relations.
21. Recommend to Council agreements concerning wages, salaries and working conditions.
22. Recommend to Council the appointment, employment, suspension or dismissal of Department Heads.

### **Communications/Representation**

23. Provide leadership in the development and implementation of an ongoing comprehensive proactive communication strategy within the organization and in the broader community.
24. Provide leadership in the development and implementation of programs aimed at marketing/promoting the Municipality and enhancing its image and visibility.
25. Develop and maintain a contact network of counterparts in other municipalities; direct on-going efforts to explore and optimize sharing of services and cooperative/group purchasing.
26. Represent the Municipality with individual citizens, community groups/associations, special interest groups, developers, commercial interests, and the written and electronic media.
27. Prepare concise timely reports/recommendations and attend meetings of Council, Committee, public and/or other meetings.

28. Liaise with regulatory officials/agencies at the federal, provincial and municipal levels as required including the Emergency/Contingency Plans for the Municipality.

## **EDUCATION, SKILLS and EXPERIENCE**

1. Degree in business/public administration, political science, finance, engineering, or related discipline with applicable professional designation or a combination of related equivalent education and experience.
2. Minimum ten (10) years related municipal experience with at least five (5) in senior management.
3. Excellent communication (written, oral and interpersonal), organization, analytical, problem-solving, coaching, leadership, motivation and staff development, time management, employee relations, public/media relations.
4. Strategic financial, public sector accounting and strategic and operational planning.
5. Thorough knowledge of related legislation and provincial policies relative to the municipal process and services.
6. Thorough knowledge of Human Resource Management and related legislation.
7. Working knowledge in at least two (2) of the following areas, municipal public works/operations and environmental services, treasury and finance, clerks services, provision of fire services, planning, zoning and building services, economic development and community services delivery.
8. Successful track record of achieving organizational, administrative, financial and customer service excellence.
9. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
10. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
11. Possess a valid Driver's License in good standing and a reliable vehicle to use on corporate business.