

JOB DESCRIPTION
CHIEF ADMINISTRATIVE OFFICER (CAO)



POSITION TITLE:	Chief Administrative Officer (CAO)
HOURS:	28-35 Hours per week (negotiable)
DEPARTMENT:	Town Office
DESIGNATION:	Full Time Permanent
REPORTING TO:	Mayor and Town Council
REMUNERATION:	\$70,000 to \$75,500 (Dependent on Experience/Qualifications)
BENEIFT PACKAGE:	Pension plan, health plan, paid vacation leave and flexible hours

SCOPE:

The Chief Administrative Officer (CAO) is the senior appointed official of the Town providing organizational leadership to municipal staff. This position is responsible to Council for administration and coordination of the delivery of services to the Town’s residents and businesses in a manner that will ensure the effective utilization of the human, financial and physical resources of the Town. The CAO will oversee the execution of programs and initiatives approved and established by Council policies and any relevant governing legislation. The CAO is the principal advisor to Council in the development of public policy, and is responsible for ensuring that Council is provided with all relevant information necessary to make informed decisions. The CAO is responsible to the Council, but nothing contained herein shall be deemed to empower the incumbent to perform, do or direct any act which shall in any manner or extent whatsoever encroach upon the legislative responsibility of Council.

SPECIFIC DUTIES:

Under the general direction of the Mayor and subject to the policies established by resolution or by-law of Council, the Chief Administrative Officer shall execute the following responsibilities:

1. The effective utilization of the Town’s human, financial and physical resources including to:

- Follow the responsibilities of Chief Administrative Officer as outlined in the Municipal Government Act.
- Act as a liaison between Council and staff.
- Designate a person as “Acting CAO” during the periods of absence.
- Monitor purchasing and tendering procedures to ensure that the policies of Council are followed and value for money is obtained.
- Provide a positive model for staff which fosters an atmosphere of respect through appropriate delegation and guidance to create a secure work environment leading to high morale and a desire to excel.
- Monitor the administration of human resources to ensure that all departments conform to all approved Council staffing levels, hiring practices, training, performance reviews and personnel and other policies.
- Ensure that the Town has a well-developed, comprehensive and relevant training, safety and development program for all staff. The CAO is to participate in relevant training, mentoring and development programs and maintain a relevant knowledge base and skill set and maintain membership in the Association of Municipal Administrators (AMA).

- Conduct annual performance reviews of all Senior Managers as per Council policies.
 - Report to Council the appointment, suspension or dismissal of Senior Managers, as well as providing assistance and direction to Senior Managers in the hiring, suspension or dismissal of all other employees. In the case of unionized employees, such action shall be in accordance with procedures laid down in the relevant collective bargaining agreements.
 - Coordinate collective bargaining with employee unions, and recommending salaries, wages and benefits to be paid to Senior Managers and employees, including payment pursuant to a classification system.
 - Coordinate the preparation of operating and capital budgets and business plans consistent with the directions provided by Council and requirements of the Province of Nova Scotia.
 - Make or authorize expenditures, and enter into contracts on behalf of the Town.
 - Monitor the delivery of Town services through the various Senior Managers to ensure that Council's budget (and business) plans are followed.
 - Monitor purchasing and tendering procedures to ensure that the policies of Council are followed. Monitor actual financial results against budget for operating funds, capital funds and capital projects (project management)
 - Monitor and provide recommendations in relation to attaining Council's goals in the area of economic development.
 - Monitor the status and general availability and eligibility of the Town for Federal and Provincial programs and grants.
 - Monitor and oversee compliance, regulatory reporting and risk management.
2. **With regard to ensuring that Council's initiatives and policies are executed and implemented in a timely manner, the CAO is responsible to:**
- Establish procedures to carry out the directions of Council, monitor progress through establishment of a tracking system to ensure Council's directions are carried out in a timely manner.
 - Meet with Senior Managers collectively on a regular basis to review the policy directions of Council and assign responsibility for implementation and execution.
 - Develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Council.
 - Monitor the implementation and execution of all Council policies by the responsible departments as expressed through Council's strategic plan, by-laws, policies, and resolutions.
 - Establish a clear and regular reporting system and format to keep Council aware of issues, progress on initiatives, and other opportunities Council may wish to explore.
 - Provide periodic reports to Council on the status of programs, initiatives and the financial condition of the Town.
 - Work with Council and staff to develop and maintain a positive working relationship with members of the public, community organizations, the private sector, other municipal units, and other levels of government.
 - Work closely with the EMO Coordinator to facilitate the efforts of disaster planning for the Town of Mulgrave.
 - Ensure that all municipal by-laws are enforced.

3. As an advisor to Council in the development of public policy, the CAO will be responsible to:

- Maintain a thorough knowledge of the Municipal Government Act, municipal government structure, and any Acts, regulations and policies that affect the policy decisions of Council.
- Provide direction, in consultation with the Mayor or appropriate Committee Chair, in the preparation of agendas for Council and Committee meetings.
- Provide advice to the Mayor and Council on agenda items during Council and Committee meetings.
- Ensure that Council receives staff reports on agenda items that provide a background, technical analysis, financial implications, alternatives and recommendations sufficient for Council to make an informed decision.
- Subject to Council's policies, ensure that sound public relations are maintained by communicating information on the actions and decisions of Council to the general public through the media and other methods of communication.
- Coordinate the prompt and proper handling of all requests, enquiries or complaints by the public. Acts as a liaison between Council and the public.
- Authorize, in the name of the Town, the commencement or defense of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of the legal action, defense or proceeding to the Council at the next meeting, in accordance with the policy adopted by Council.
- Discharge such other duties as Council may assign from time to time by resolution provided that they are not in conflict with the Municipal Government Act or any other Statute of the Provincial Legislature.

STATEMENT OF QUALIFICATIONS:

1. Education:

- Minimum Bachelor's Degree in Business administration, Professional accounting designation or Management Related Studies and NACLAA
- Masters Level Education Preferred
- Educational requirements can be substituted with relevant experience & qualifications

2. Experience:

- Five (5) years senior management experience
- Ideal candidate has progress experience within a Municipal Government Structure
- Additional experience in Accounting, Planning, Engineering and/or Economic Development considered an asset.

3. Knowledge:

- K1: Municipal Government Act
- K2: Generally Accepted Accounting Principles
- K3: Excellent working knowledge of computers
- K4: General knowledge of provincial statutes, Town by-laws and Municipal Planning Strategy and the relevant provisions of federal statutes
- K5: Good knowledge of general office procedures

4. Abilities:

- A1: To communicate effectively orally and in writing

- A2: To use computer software effectively
- A3: To work effectively with Councillors, co-workers, ratepayers, tourists, professionals and the general public
- A4: To meet deadlines
- A5: To work under pressure
- A6: To deal effectively with persons with special needs

5. Personal Suitability:

- PS1: Consistency
- PS2: Accuracy
- PS3: Tact and discretion
- PS4: Leadership
- PS5: Alertness
- PS6: Dedication
- PS7: Trustworthiness
- PS8: Effective interpersonal skills
- PS9: Initiative
- PS10: Willingness to learn