

Municipality of West Elgin

JOB DESCRIPTION

TITLE: Chief Administrative Officer REPORTS TO: Council

POSITIONS SUPERVISED: EFFECTIVE DATE: January 9, 2025

POSITION SUMMARY:

As Chief Administrative Officer (C.A.O.), this position is the chief policy advisor to Council, the leader and supervisor of the Municipality's employees, and generally the manager of the Municipality's affairs and resources, subject to legislation and Council policy and in cooperation with department heads. The CAO shall also be appointed as a Deputy Clerk.

Reporting directly to Mayor and Council, the position is expected to:

- Provide consistent leadership, coordinate, communication and modern management practices among municipal departments.
- Introduce practical innovations and employee development in order to maximize both the effectiveness and productivity of the organization, and the efficiency and client focus of its service delivery.
- Assist Council to develop programs and practices to pursue Council and community priorities and monitor the success of the organization in achieving priorities.
- Assist Council to operate in compliance with statutory requirements and conduct its meetings in accordance with approved policy and procedure.

PRINCIPAL RESPONSIBILITIES:

Chief Administrative Officer (C.A.O.)

1. Report to Council on the operations of the Municipality's services and activities, providing recommendations, assessments and related considerations as appropriate.
2. Assist in the development and monitoring of Council policies based either on Council direction or direct recommendations to Council.
3. Manage and direct the flow of reports, information, budget submissions, and related material to Council involving staff, residents and external parties.

4. Communicate Councils decisions and directions to staff, residents and external parties, and to undertake the follow-up necessary to ensure effective monitoring and reporting as per the directions given by Council.
5. Manage the day-to-day Municipality operations, ensuring effective communications between departments and staff, consistency of application and use of policies and procedures, the use of effective practices and the ongoing review and assessment of Municipal operations, services and practices.
6. Manage the human resources and occupational health and safety functions of the Municipality preparing both policy recommendations to Council and ensuring effective conformity and application of approved human resources policies and procedures across the Municipality's operations.
7. Responsible for working safety and ensuring that all members of the workforce work safely in accordance with the Occupational Health and Safety Act and further ensuring that appropriate safety and risk management practices are followed and providing written documentation of any infractions to Council.
8. Supervise direct reports on a day-to-day basis, providing direction, annual performance appraisals, training requirements, disciplinary issues and support as required.
9. Coordinate the activities of the departments to ensure integration between the various functions and effective and efficient outcomes related to the use of staff, equipment, space and financial resources within the policies, procedures and best interests of the Municipality.
10. Responsible for the strategic planning process of the Municipality with regular reporting to Council on progress being made and outcomes being realized, including regular reports on trends, demographics, senior government policy directions and other relevant influences and trends.
11. Ensure that all practices and activities of the Municipality conform with all applicable regulatory and statutory requirements of the federal, provincial and county governments and other relevant bodies.
12. Prepare a variety of reports for Council, committees, external bodies as designated by Council directly, by policy or legislation or other source.
13. Act as the Commissioner for Taking Oaths for the Municipality.
14. Oversee the preparation of Municipal or related grant proposals.

15. Carry out Human Resources duties and help maintain good relations with employees. Communicate with employees, keep records about employees and help Managers decide when to make reprimands, employee terminations, pay raises, or awards, and make sure that employees are treated fairly.

16. Carry out other related duties as assigned by Council

Executive Limitations:

The C.A.O. has the authority to act within approved budget, policies and procedures of the Municipality or as direction given by the Council; as per the statutory authorities identified within the Ontario Municipal Act or other relevant statutes to the position; or as specifically designated by council.

Preferred Qualifications:

1. Recognized University degree or college diploma in Business or Public Administration or other discipline relevant to Municipal Operations.
2. Completion of or agreement to achieve a CMO certification.
3. A minimum of five years' experience in a municipal setting at a supervisory or management level, or other related relevant experience.
4. Extensive knowledge and understanding of municipal government and applicable legislation, including but not limited Ontario Municipal Act and other relevant legislations, as amended from time to time.
5. Excellent organizational and interpersonal skills, including a high level of computer literacy.
6. Excellent communication skills, both written and oral and the ability to deal with the public, vendors, senior government officials and others with tact and diplomacy.

WORKING CONDITIONS:

- Tight deadlines for completion of reports and submissions
- Work interruptions to handle enquiries
- Regular dealing with and balancing a variety of demands from Council, staff and the public
- Occasional contact with unpleasant or irate people