

Position Profile

Village of Irma Chief Administrative Officer

The Position

Chief Administrative Officer (CAO)

Summary:

The CAO assists and advises Council in directing the overall planning, coordination and control of all Municipal operations in accordance with the objectives, policies and plans approved by council. The CAO performs the statutory requirements and ensures Municipal Government compliance with applicable statutory regulations.

Responsibilities:

In addition to the duties and responsibilities prescribed in the Municipal Government Act, other legislation, Village Bylaws and any additional duties assigned from time to time by Council, the CAO:

1. Recommends objectives, policies and programs to Council. Assists and advises Council in all areas, including implementation and monitoring of progress of those policies and programs approved by Council. Evaluates and recommends improvements as required.
2. Guides all municipal employees in the performance of their duties. Communicates Council decisions, requests or recommendations to the respective employees. Promotes inter-municipal cooperation and activities where appropriate. Recommends to council, any necessary changes in duties, responsibilities or authority of employees.
3. Advises council in hiring, training and evaluating of all employees. Ensures discipline procedures are administered equitably in accordance with approved policy and/or guidelines. Has authority to hire, dismiss or discipline all staff. Directs the activities of the employees. Develops and modifies, from time to time, their duties or responsibilities.
4. Monitors adherence to policies, organization and procedures by Village staff.
5. Coordinates the prompt and proper handling of all requests, inquiries and complaints by the public. Promotes the development of good public relations with staff, the public and other external representative, including Provincial Government Departments.

6. Authorizes the purchase of materials and supplies within established guidelines.
7. Attends all Regular and Special meetings of Council and other meetings, as requested by Council, and advises on relevant matters. Ensures that proceedings of such meetings are recorded.
8. Monitors accurate handling of all Official Village correspondence and preservations of all official documents.
9. Drafts By-Laws. Prepares meeting Agendas, Resolutions and organizes appointments for Council.
10. Manages the development and implementation of the annual Budget process, which results in accurate operating and capital estimates being submitted to Council for review and subsequent approval, in accordance with Provincial Government requirements.
11. Performs other duties as required by Council.

Person Specifications:

1. Education

A clear pattern of professional and personal development to support a senior management and administrative role in municipal government is required. Post-secondary education in Public Administration, a CLGM designation, or a related professional designation is desirable.

2. Experience (breadth & depth)

The ideal candidate will have a combination of the following management experiences, preferably in a municipal government setting:

- a) Experience building successful teams and a cohesive administrative program and services delivery system
- b) Successful experience in a senior municipal management capacity preferred.
- c) Successful department head experience in at least one of the key service areas, i.e. community services, corporate services, infrastructure services, development and assessment services
- d) Experience in working with senior officials in government and business.
- e) Positive record of working effectively with elected officials, volunteer boards and committees and public participation process in policy formations and service delivery.
- f) Proven ability in working effectively with all staff.
- g) Proven experience in strategic planning, organization development, and achieving results in labour relations.

3. Skills and Attributes

The CAO will have a progressive leadership record demonstrating positive relationships with elected officials, staff and the community. The CAO will feel equally comfortable as a senior manager or as a “hands-on” team participant. Among other attributes, the following will be important:

Leadership Skills – Demonstrates a visionary leadership style while giving guidance and support. A mentor and positive role model combined with a practical and commonsense approach.

Management Skills – Demonstrates a style that actively promotes involvement with staff with an emphasis on motivating and encouragement of people, teams and activities.

Strategic and Business Plan – Provides executive leadership to all planning initiatives and ensures accountability for achievement of results within the community.

Communication Skills – A clear, concise and positive communicator who is able to build trust through presenting ideas clearly and listening effectively to others.

Interpersonal Skills – Works well with people from all disciplines and is sensitive to diverse needs with the proven ability to integrate teams. Has an ability to motivate and work positively with community volunteers and organizations.

A Professional – Acts as an integral part of an administrative team and displays a “first amongst equals” style with high ethical standards and an honest, open and consistent approach to working with staff and citizens.

Financial Management – Timely and efficient in budgeting, financial and information reporting.

Self-Confidence – Possesses confidence in our skills and abilities is able to make difficult decisions and stand by them and demonstrate a positive attitude.

Organizing Skills – Simplifies often complex and lengthy matters and runs an administration that is service oriented.

Politically Astute – Knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions.

Customer Service – Confidence in ensuring customer needs are identified and addressed; ensures consultation with all citizens in the development of quality service.