



## Position Description

<b>Title:</b>	Chief Administrative Officer (CAO)
<b>Status:</b>	Full-time
<b>Department:</b>	Administration
<b>Reports to:</b>	Council

### **Position Summary**

The Chief Administrative Officer is the head of the administrative branch of the Town of Mahone Bay accountable to Council.

The CAO provides organizational leadership to municipal staff and advises Council on the development of policies, goals, and strategies that will position the Town to most effectively address the needs and sustainability of the community.

The CAO leads staff to ensure effective delivery of all municipal services the Town of Mahone Bay provides.

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 required to make informed decisions.

The CAO manages the day-to-day affairs of the Town within all applicable legislation, by-laws and policies approved by Town Council and other levels of government.

The CAO is accountable solely to Council for all decisions and activities.”

The specific duties of the CAO will reflect the Town of Mahone Bay Chief Administrative Officer Policy.

## **Job Duties**

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

1. The effective utilization of the municipality's human, financial and physical resources including:
  - Authorizing and organizing the establishment of departments and associated senior staff positions
  - The appointment, employment, suspension or dismissal of all staff
  - Recommending, reviewing, evaluating and approving documents, briefs and reports submitted by department heads, middle managers and staff members
  - Administer the Town's funds according to the approved budget and monitor its financial expenditures
  - Make organization decisions, accommodating fiscal realities and departmental structure
  - Select department heads, directors or other executive and administrative staff
  - Conduct performance evaluations for senior managers
  - Reviews performance evaluations completed by senior managers on subordinate staff as a contingent part of the senior managers' performance review.
  - Cultivate a respectful work environment committed to the health, safety and wellness of all employees
  
2. With regard to ensuring that Council's initiatives and policies are executed and implemented in a timely manner the CAO is responsible to:
  - Communicate with Council on internal and external issues that affect the organization
  - Ensure the execution of activities described in the Strategic Plan and report quarterly to Council
  
3. As an advisor to Council in the development of public policy the CAO will be responsible to:
  - Advise elected officials on policy questions and refer major policy matters to Council for final decision
  - Participate in developing or amending policies, programs and procedures
  - Develop, implement and monitor long-term plans, goals and objectives focused on achieving the Town's mission, strategic plans and Council priorities
  - Attend Council meetings, provide objective advice and propose direction, and help debate decisions internally
  
4. Represent Council's priorities in the community
  - Actively promote economic development to broaden and strengthen the commercial and residential base of the Town
  - Oversee the development of programs for the physical, economic, social and cultural development of the Town
  - Make presentations to legislative and other government committees regarding policies, programs and budgets
  - Respond in a timely manner to matters of concern from citizens and the public

## **JOB REQUIREMENTS**

### **Basic Requirements:**

**Education:** Degree in public administration, business administration, commerce, urban planning, finance or civil engineering. Master's Degree in Public Administration preferred. Associated professional certification an asset.

**Experience:** Five years recent experience in management in a management role in local public administration in Canada.

Significant experience in policy development and implementation.

Experience with budget preparation and management.

**Skills:** Proficiency in the use of the English language

Superior communication skills

Proficient in the use of word processing, spreadsheets and email applications

### **Rated Requirements:**

#### **Knowledge:**

1. Understanding of the complex issues facing the CAO and the municipality
2. Knowledge of advanced principles and practices of public administration and local government administration
3. Demonstrated knowledge of applicable legislation and government policies, particularly the Nova Scotia Municipal Government Act
4. Sound knowledge of effective organizational design principles
5. Clear understanding of the vision, mission, values and objectives of the Town
6. Knowledge of effective client service principles
7. Willingness to learn and to use the software and other scheduling and time management tools utilized in the Town
8. Solid understanding of the various service functions provided by the town
9. Understanding of communication and public relations principles
10. Knowledge of comprehensive Human Resources Management programs

**Ability to:**

1. Develop and administer organization-wide goals, objectives, policies, procedures, work standards and internal controls
2. Identify sensitive community, organizational and council issues to be resolved.
3. Manage inter-departmental and inter-disciplinary resource allocation
4. Analyze and prioritize tasks and goals
5. Develop long, medium and short-term strategic, operational and financial plans
6. Think strategically
7. Manage the implementation organizational changes successfully to staff, citizens and relevant stakeholders. What is role of Council here?
8. Communicate effectively orally and in writing
9. Analyze and interpret the strategic direction of the organization and use that information to develop recommended initiatives, responsibilities, goals and tasks that align with long-term plans and growth.
10. Establish a culture of continuous improvement
11. Make timely, effective decisions even when data and details are limited
12. Delegate tasks and projects as appropriate
13. Proactively identify potential conflict and take steps to manage conflict effectively.
14. Model leadership behaviour appropriate in a Respectful Workplace
15. Communicate to Council with advice and recommendations on all matters arising from the local government.

**Personal Suitability:**

- a. Displays initiative and innovation
- b. Honesty and integrity
- c. Demonstrates effective leadership skills
- d. Demonstrates respect for council, staff and the public
- e. Demonstrates judgement, tact and discretion
- f. Models reliability and dependability
- g. Shows empathy for the needs of others

**References:**

Three professional references who are witness to the candidate's ability in the above areas.

**Working Conditions:**

- Operation of desktop computer and peripherals
- Attendance and of presentations
- Flexible work schedule
- Occasional travel
- Extended periods of sitting
- Potential for high levels of stress and deadline pressures

## **CRITICAL ACCOUNTABILITIES**

### **1. CLIENT SERVICE**

**External:** Cultural Sensitivity – Promotes an inclusive environment exemplified by a sensitivity to cultural diversity.

**Internal:** Works with others to manage conflict effectively and share resources to encourage cooperative relationships within the organization.

### **2. PLANNING**

The CAO will ensure a comprehensive strategic plan, an operational plan and a financial plan are in place within a specified timeframe and that they are being followed.

### **3. SUPPORT FOR DECISION MAKING**

Options and alternative solutions are generated by the CAO for the consideration of council. Recommendations on a decision should be the result of an analysis of the strengths and weaknesses of each option along with a cost-benefit analysis supporting a conclusion that is rationalized in consideration of the overall benefit to the Town of Mahone Bay.

### **4. RESOURCE AND FISCAL MANAGEMENT**

Management of all resources including human resources, supplies, products, materials and other useable items is part of the overall responsibility for asset management and, as such, must be managed effectively with foresight of available funds.

### **5. HUMAN RESOURCE MANAGEMENT**

Implements a comprehensive administrative system to ensure relevant Human Resource information for each employee is fully documented and retained.

Ensures that an effective and efficient recruitment and selection program is in place that ensures the best qualified person for the job is chosen in a fair and transparent manner.

Ensures that all managers conduct regular and structured discussions with employees to help build the relationship with staff to encourage and improve individual employee performance focused on attaining organizational objectives. Performance management progress assessments for staff will be reflected in the individual manager's annual review.

Develop policies for leave management, learning and development of staff and succession planning for key positions.

## **6. COMPLIANCE**

The relevant provisions of federal, provincial and municipal legislation are followed, including: Municipal Government Act, Occupational Health and Safety Act, Procurement Act, FOIPOP, Trade Union Act, Nova Scotia Labour Code and other relevant legislation.

All Town of Mahone Bay policies and by-laws are followed.