



POSITION TITLE: Chief Administrative Officer
REPORTS TO: Council
REPORTS: Manager of Works and Operations, Manager of Finance, Community Recreation Coordinator and Administrative Assistant 1

Primary Duties:

1. Provides professional leadership and direction to Council while overseeing all municipal operations and services in accordance with all requirements of The Municipalities Act and other relevant legislation.
2. Directs the development and implementation of processes for the preparation of annual capital and operating budgets.
3. Monitors, controls and authorizes spending within the limits of the approved budget and authority delegated by Council.
4. Presents financial analysis reports and advises on any expenditure in excess of budget or any off budget items, along with supporting documentation for Council's approval.
5. Directs, supervises, and reviews the performance of all employees of the Town along with managing the human resources function in accordance with Council policy.
6. Directs the execution of all documents, agreements or contracts approved by Council and ensures the satisfactory preparation of by-laws, resolutions and policies and ensures that copies of all official correspondence records, by-laws, resolutions, policies and related items are retained by the Municipal office.
7. Attends all meetings of Council and Council committees as required or directed and provides consultative services.
8. Hires or retains legal counsel on behalf of the Town as authorized by Council.
9. Provides day to day direction to all Town staff and further develops a culture of customer service, team building, partnership, innovation, and fiscal responsibility.
10. Directs the preparation of, and approves, all Council meeting agenda packages, ensuring issues requiring the attention of Council are brought forward in a timely manner and that all background information or documentation is available to facilitate informed decision making.
11. Prepares and presents a monthly report to Council regarding Town operations. Recommends appropriate action, or requests ratification for action to deal with matters requiring Council approval.
12. Establishes and maintains an effective working relationship with all agencies, boards, neighbouring municipalities and entities that inter relate with the Town.
13. Establishes and maintains an open and public system for contracting goods and services by the Town. Ensures the system complies with all legislative requirements, by-laws, resolutions and policies of Council. Reviews and recommends acceptance or rejection of properly submitted tenders, quotations and proposals.



14. Responds to public enquiries, media requests for information or complaints with regard to department activities, following approved policy and procedure.
15. Manages and administers the planning and development function of the Town in accordance with The Planning & Development Act, 2007 as Development Officer.
16. Manages and administers all aspects of zoning bylaw enforcement, land sales/ management and land development functions as directed by Council.
17. Manages and administers all aspects of general bylaw enforcement as required or directed by Council.
18. Establishes and implements administrative policies, procedures, standards and guidelines programs and provides leadership in ensuring that all Town policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council.
19. Performs other duties as may be assigned by Council.

Specifications:

Experience & Qualifications

Prior urban CAO experience or a minimum of 4 years' experience at a senior level in municipal government is required along with a thorough knowledge of provincial legislation. Past experience in municipal accounting, human resource management and managing a unionized work force would be an asset.

The incumbent must hold a current Standard or Class "C" Saskatchewan Municipal Administrator certification or be eligible to obtain a standard certificate in accordance with the Urban Municipal Administrator's Act.

The incumbent will also have successfully graduated from a recognized post-secondary institution with a diploma or degree in Public Administration or related discipline.

Accountability/Responsibility

Under the general direction of the Mayor and Council, the incumbent is directly responsible for the overall management of all Town staff and operations in accordance with The Municipalities Act and any other applicable Provincial Act.

The position has the authority hire staff and to proceed up to the suspension stage of the progressive discipline system for all employees. Actions could result in a major loss of time or resources and have a serious impact on the Town's public image.

The incumbent will be required to exercise independent judgment regarding a number of complex tasks. A well-rounded knowledge of urban municipal government is required including the development of legislative and administrative structures and communication processes. Highly developed verbal and written communication skills are essential along with an ability to get along with the public, Council and staff.



Unique Position Requirements

The position also plays the lead role with respect to economic development and bylaw administration and enforcement and land related matters and is designated as the Development Officer for the Town and is obliged to administer the Official Community Plan and the Zoning Bylaw.

The position also requires a valid Saskatchewan Class 5 driver's license and is subject to a Criminal Records and Child Abuse Registry check.

The nature of this position requires the incumbent to exercise tact and diplomacy in dealing with other staff, external agencies and citizens of the Town on issues related to management of the Town's financial resources.

Must have the ability to balance multiple priorities, often with conflicting timelines in a fast paced environment.

Computer software and equipment use:

Microsoft Word, Outlook, Excel, Munisoft applications including: Financials (General Ledger & Custom Reporter, Accounts Payable, Paymate Acclaim Payroll); Receivables (Tax Assessment, Utility Billing and Receivables, General Accounts Receivable, Receipting) fax, phone, copier and printer.

Incumbent

Mayor

Date

APPROVED: January, 2020
REVISED: