

	<b>Chief Administrative Officer</b>  <b>Job Description</b>	Department	CAO
		Date Approved	April 2024
		Supersedes	January 2013
		Revised	

**REPORTS TO: Mayor and Council**

**REPORTS: Director of Works and Operations; Director of Parks and Recreation; Director of Culture and Community Initiatives; Manager of Workplace Health and Safety; Bylaw Officer; Building Inspector; Fire Chief and Airport Manager.**

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**Primary Duties**

1. Provides professional leadership and direction to Council while overseeing all City operations and services in accordance with all requirements of the Municipal Act and other relevant legislation.
2. Supports Council in determining policy by providing advice and counsel regarding proposed City initiatives, including formulating alternatives for consideration by the Mayor and Council to ensure the City's objectives are achieved. Provides reports and ensures that Council receives the best professional advice and analysis administration can provide as a basis for their decisions. Attends and plays an active role in all Council meetings. Prepares and presents a written monthly report to Council.
3. Directs the preparation of and approves all Council and Committee meeting agenda packages, ensuring issues requiring the attention of Council are brought forward in a timely manner.
4. Apprises Council of issues and developments of an operational or political nature relevant to the interests of the City, the status of service delivery, use of resources and the financial condition of the City.
5. Functions as a liaison between staff and Council/Committees and facilitates the flow of information between all parties.
6. Develops and leads an effective senior management team which is accountable for the daily operations of the City. Works closely with them to maintain a positive and professional relationship with City Council ensuring the objectives of the City are well aligned with Council's direction.
7. Represents the City in significant negotiations with other organizations, agencies and/or levels of government.
8. Ensures that staff adheres to the policies, protocols, bylaws, and resolutions of Council.
9. Leads the development and implementation of a corporate strategic plan.
10. Develops and maintains an effective organizational structure that reflects operational needs, promotes organizational effectiveness, and is directed toward accomplishing the strategies established in the strategic plan.
11. Exercises general financial control of the City and directs preparation of annual and multi-year operating and capital budgets including developing short-and long-term financial plans which anticipate financial requirements and strategies for their achievement. Monitors, controls and authorizes spending within the limits of the approved budget and authority delegated by Council. 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.

12. Develops, recommends to Council and implements policies and procedures which direct the activities of departments and staff. Ensures that Council receives such information and necessary reports to be able to make effective policy decisions.
13. Informs the public regarding City operations and initiatives through reports to Council and media contacts. Promotes effective and transparent communication among Council, employees and the general public.
14. Provides clear expectations regarding operational practices, service delivery, and strategy implementation with attention to monitoring progress and results.
15. Offers candid insights to guide informed political and organizational decisions, practices, and strategies while being respectful and objective. Addresses unacceptable behaviour, policy violations, and misinformation while respecting the will of a council that adheres to legal parameters.
16. Aligns operational initiatives and organizational capacity with Council priorities to ensure realistic political expectations and staff workloads.
17. Executes contracts and agreements as authorized by Council. Hires or retains legal counsel on behalf of the City as authorized by Council.
18. Shall, subject to the directions and approval of Council, negotiate all collective agreements with City employees and be responsible for the labour relations of the City within the mandate established by Council and submit collective bargaining agreements to Council for approval.
19. Develops a culture of customer service, team building, partnership, innovation, integrity and fiscal responsibility. Instills a culture of accountability with employees and ensures that employees are committed to providing a high level of public service in a respectful workplace.
20. Establishes and maintains an open and public system for contracting goods and services by the City. 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.
21. Shall perform all duties as identified in Section 127 (1)(2) and (3) of the Municipal Act.
22. Performs other duties as may be assigned by Council.

### **Specifications**

- Over five (5) years of progressive experience as a CAO or senior management experience with a proven track record of success in a progressive municipality, other public sector organization(s), or private sector of comparable complexity.
- A post-secondary diploma or university degree in public administration or a related discipline and a thorough understanding of local government field is required.
- An equivalent combination of education and experience may be considered.
- CMMA designation or ability to obtain.
- The position also requires a valid Manitoba Class 5 driver's license and is subject to a positive Criminal Records check.
- Superior verbal and written communication and public relations skills to synthesize and effectively share a wide range of information.
- A thorough understanding of municipal finance and the budgeting processes along with proven fiscal management experience and expertise.
- Experience in human resource and project management and asset management is also desired.

**Accountability/Responsibility**

Under the general direction of and reporting to the Mayor and Council, the incumbent is directly responsible for the overall management of all City staff and operations in accordance with the Municipal Act and any other applicable Provincial or Federal Acts.

The duties of the position require the ability to work with no direct supervision. Duties are performed independently; actions are taken, decisions made, and problems addressed by the Chief Administrative Officer and reported to the City Council as necessary.

Has the authority to hire, appoint, suspend, remove or terminate any employee from any position other than Directors employed by the City. In the case of Directors, the Chief Administrative Officer shall consult with Council prior to the hiring, appointing, suspension, removal or termination of these employees.

Directs, supervises, and reviews annually the performance of all employees under their direct control and will ensure that the performance evaluations of all employees are undertaken on an annual basis.

Actions could result in a major loss of time or resources and have a serious impact on the Municipality’s public image. The incumbent will be required to exercise independent judgment regarding a number of complex tasks.

**Unique Position Requirements**

- Acts as the Accountable Executive having full human resources, financial and operational control over the activities covered under the Canadian Aviation Regulations for the Flin Flon Airport certificate.
- Must be knowledgeable and experienced with strategic planning, governance and leadership.
- Attend and participate in local events and functions.
- Maintain a high degree of personal integrity and commitment.
- Exercise discretion and judgment in handling sensitive information.
- Engage and interact with land developers to encourage growth and ensure that the development process is clearly laid out in a manner that promotes an “open for business” focus.
- May be required to work beyond regular working hours from time-to-time.
- Must have the ability to balance multiple priorities, often with conflicting timelines, in a fast-paced environment.

**Computer software**

Microsoft Word, Outlook, Excel, PowerPoint.

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Incumbent

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Head of Council

\_\_\_\_\_  
Date