

# **Chief Administrative Officer**

## **POSITION DESCRIPTION**

### **PURPOSE OF THE POSITION**

The Chief Administrative Officer is responsible for the overall management of the organization acting as a key advisor and strategist for the Council. The Chief Administrative Officer ensures municipal services are provided in an effective and efficient manner.

### **SCOPE**

Reporting to the Council, the Chief Administrative Officer is the administrative head of the municipality who works with the Management Team in the establishment of strategic direction and coordinated planning of all departmental priorities and programs which align with corporate goals and objectives. It is vital to the accomplishments of these goals that a good relationship exists between the Council and the Chief Administrative Officer.

### **RESPONSIBILITIES**

- Is the administrative lead of the municipality and is responsible for ensuring the provisions of Section 207 and 208 of the Municipal Government Act are carried out and adhered to
- Is responsible for the implementation of council strategic plan and strategic priorities
- Is the key advisor and strategist for Council, reporting on corporate priorities and cultivating a collaborative approach to strategic planning
- Ensures the primary functionality of the municipality is carried out in such areas as corporate planning, community and public works, financial planning, business planning, human resources, policy development and bylaw management
- Provides executive leadership and strategic direction to divisional general managers
- Provides coaching, mentoring, support and advice to staff where required
- Liaises and fosters a positive working relationship with other municipal managers, various government departments and the community

- Ensures there are protocols in place that provides Council, staff and the public with timely reports on the administration of the municipality
- The most efficient use of resources is required to address community needs. To achieve this, the Chief Administrative Officer must have mechanisms in place to analyze and synthesize a wide array of subjective and objective information in order to recommend appropriate long-term and short-term direction for the Town
- Requires a comprehensive understanding of local government, provincial and local political climates, and the roles and responsibilities of all Town departments
- Keep apprised of governmental and community affairs and advise Council and staff of significant trends and upcoming issues
- Is directly involved in development and planning issues of the municipality. This includes encouraging and promoting economic development in the community
- Strong knowledge of Emergency and Disaster Services; including overseeing the implementation of the Municipal Emergency Plan and related processes.
- Is directly involved in Disaster Services planning
- Is the F.O.I.P. lead of the municipality
- Has a solid understanding of municipal finances and budget processes and actively participates in the budget development
- Must be a team player, able to work within and develop team environments and be a strong decision-maker
- Must, at all times, ensure the utmost integrity of Town operations and business practices
- Follow the Town of Redwater Health & Safety Program guidelines

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge:

- Post secondary education in Local Government (CLGM designation or LGA certificate), degree in Business Management highly recommended or equivalent experience
- Minimum of five years at a senior management level with directly related experience
- Computer expertise in Microsoft Word, Excel, Outlook, PowerPoint and Internet
- Project management and related processes
- Proficient in the provisions of the Municipal Government Act
- Solid understanding of finances

### Skills:

- Advanced communication and interpersonal skills
- Excellent management and leadership skills
- Demonstrated analytical, problem solving and decision-making skills
- Ability to multitask and prioritize
- Ability to work within tight deadlines and frequent interruptions
- Exceptional time management skills
- Ability to lead and work within a team environment
- Excellent customer service to the public, staff and Council
- Ability to perform duties in a non-partisan and confidential manner

### Personal attributes:

- Honest, trustworthy and respectful
- Maintain standards of conduct
- Flexibility
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics
- Must be a strong decision-maker
- Maintain a clean standard of hygiene and neat appearance