



# Municipal District of Fairview No. 136

## Position Description

December, 2021

**Position Title:** Chief Administrative Officer

**Position Classification:** Manager

**Position Category:** Permanent Full-time

**Regular Hours of work:** 7 hours per day, Monday through Friday, 8:30 a.m. to 4:30 p.m.  
35 hours per week, 1820 annual hours  
Occasional evening meetings and weekend obligations

**Reports To:** Council

**Supervises:** Director, Corporate Services and Finance  
Director, Public Works  
Director, Legislative Services/Development Officer  
Director, Agriculture and Parks

**Position Summary:** As the administrative head of the Municipality, the Chief Administrative Officer is accountable to Council for the overall management of the Municipality's operations. This position performs the duties, fulfills the responsibilities, and exercises the authority assigned by the *Municipal Government Act*, other enactments, and Council.

### Key Responsibilities:

#### *General*

- Act as the administrative head of the Municipality, performing the duties, fulfilling the responsibilities, and exercising the authority assigned by the *Municipal Government Act*, other enactments, and Council.
- Direct the administration of and manage the operations of the Municipality.
- Supervise the following positions:
  - Director, Corporate Services and Finance,
  - Director, Public Works,
  - Director, Legislative Services/Development Officer, and
  - Director, Agriculture and Parks.
- Act as the Economic Development Officer for the Municipality.
- Act as the Development Officer for the Municipality in the absence of the Director of Legislative Services/Development Officer.

#### *Administration*

- As required, communicate with Council, Directors, and employees to facilitate information exchange and provide input regarding operational improvements.
- Recommend, develop, implement and monitor policies, procedures and practices relating to administration of the Municipality including administrative directives.
- Recommend, direct, coordinate and oversee Directors in the administration of and management of the day-to-day operations of the Municipality in accordance with the bylaws, policies and procedures approved by Council.
- Subject to the approval of Council, make public statements on behalf of the Municipality.

- Promote an administrative focus that balances the expectations of ratepayers with the need for fiscal responsibility.

#### *Council*

- Establish and foster a trusting and respectful relationship between administration and Council, ensuring lines of communication remain open and encouraged.
- Attend all meetings of Council unless excused therefrom, and attend any meetings of boards, committees, or other bodies as required by Council.
- Ensure that minutes of council and council committee meetings are recorded and given to council for adoption as prescribed by the *Municipal Government Act*.
- Ensure that all bylaws, agreements, minutes of council and council committee meetings and other records and documents are kept safe as prescribed by the *Municipal Government Act*.
- Advise and inform Council on the operation and affairs of the Municipality including, but not limited to: finances, service delivery, potential risks, ratepayer concerns and community events, activities and initiatives.
- Keep Council apprised of social and economic trends as well as legislative or political developments that may impact the Municipality.
- In collaboration with Council, review and revise Council governance policies.
- Support Council in their general education and training relating to the roles and responsibilities of members.
- Maintain a current and comprehensive understanding of applicable legislation at every level, as well as relevant programs, policies, and initiatives of the Provincial and Federal governments.
- Prepare and submit reports and recommendations as required by Council and Council committees; provide comprehensive background information, define issues, detail available decision options and explain the implications of such decisions.
- Develop and recommend bylaws, agreements, policies and programs for Council approval; implement and monitor the effectiveness of bylaws, policies, agreements, and programs and recommend revisions and improvements to Council.
- Support Council in the continuous review and implementation of the Municipality's Integrated Community Sustainability Planning (ICSP).

#### *Finance*

- Ensure ongoing day-to-day operations are resourced appropriately and adequately, are executed to plan, and are completed within time and budget constraints.
- Oversee the finances of the Municipality, managing operations and service delivery in a cost-effective and efficient manner.
- Ensure the development, implementation and monitoring of internal financing controls to maintain continuous compliance with applicable policies, procedures and legislation.
- In conjunction with the Director, Corporate Services and Finance, prepare and manage the yearly municipal budget and the three (3) year operational and five (5) year capital budget estimates; ensure timely submission of the same to Council, with appropriate substantiating information.
- Support Directors in preparing yearly and three (3) year operational and five (5) year capital budgets.
- Monitor and report on the operating and capital budgets approved by Council.
- Authorize, in case of emergency, expenditures not previously approved by Council and report such expenditures in a timely manner.

### *Third Party Relations*

- Negotiate contracts, agreements and transactions required for the effective operation of the Municipality and recommend approval to Council.
- Execute contracts on behalf of the Municipality to the financial limit established by Council.
- Act as signing authority for the Municipality; sign any order, agreement, cheque, negotiation instrument or document made or executed on behalf of the Municipality.
- As required, hire or retain legal counsel or other specialized services on behalf of the Municipality.
- Develop and maintain a strong working relationship with neighboring Municipalities and other external stakeholder groups such as community leaders, local organizations, and businesses.
- Ensure positive and productive working relationships with provincial and federal government officials are continuously maintained.
- Promote and facilitate open, effective relationships with ratepayers; ensure adequate and genuine opportunities are provided for the public to become informed of and provide input to the operations and affairs of the Municipality.
- Provide prompt, appropriate and professional response to ratepayer requests, inquiries and complaints.
- Represent the Municipality at meetings, conferences, and events; attend local community events sponsored by the municipality.

### *Human Resources*

- Demonstrate advanced human resources ability and good judgment when recruiting, hiring and retaining Directors. Supervise, evaluate, manage the performance of Directors in accordance with Municipal policy, procedures and practices.
- Upon the recommendation of a Director, approve or deny the hiring of potential employees or termination of existing employees.
- Oversee employee recruitment, selection and hiring for all Municipal Departments; ensure Department Directors consistently comply with Municipal recruitment, selection and hiring policies and procedures.
- Ensure that the Municipality has an effective and efficient organizational structure; implement any internal reorganization of responsibilities, duties or positions required to attain this objective. Subject to the approval of Council, create or eliminate positions as necessary.
- Upon the recommendation of a Director, approves changes to employee pay in accordance with the salary grid and budgets approved by Council.

### *Professional Development*

- Ensure all operating licences and professional or technical designations and certifications remain valid and current.
- Attend and participate in courses, workshops, and seminars to keep abreast of trends, best practices, and developments within the applicable scope of work.
- Demonstrate an ongoing commitment to continuous education and professional development.

### *Health and Safety*

- Establish and oversee the operation of the Health and Safety Program and ensure that mechanisms are in place to monitor employee compliance and overall program effectiveness.
- Provide leadership and demonstrate commitment to the protection of the health and safety of all employees and work-site parties.
- Allocate resources for the development, maintenance, and continuous improvement of the Health and Safety Program.

- Work with the Municipality’s Health and Safety Committee to ensure continuous improvement in the health and safety performance of the Municipality.
- Ensure that health and safety concerns raised by employees, work site parties, and the Health and Safety Committee are resolved in a timely manner.
- Ensure that employees and worksite parties are not subjected to or participate in harassment or violence at Municipal worksites.
- Ensure managers and supervisors are competent and are held accountable for their compliance with and implementation of all applicable provisions of the Occupational Health and Safety Act, Regulation and Code, as well as the Municipal Health and Safety Program.

**Skills:**

- Possession of advanced public relation skills; ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Excellent verbal and written communication skills that enable clear communication of complex matters.
- Ability to develop and present reports, briefings, plans, and ideas, orally and in writing.
- Ability to develop budgets and accomplish established objectives within an approved budget.
- Proven leadership and human resource skills with the ability to evaluate, develop, motivate and manage employee performance.
- Ability to effectively lead and work as a part of a diverse management team to meet the overall goals and objectives of the Municipality.
- Strong time management, critical thinking ability, organization, planning and delegation skills; capable of maintaining even, accurate and productive work output.
- Knowledge and understanding of the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act (FOIP)* and other applicable Municipal, Provincial and Federal Acts, Regulations, Codes, and Policies.
- Ability to use a computer with demonstrated proficiency and knowledge of software such as Municipal Business Software, Microsoft Office, Adobe Acrobat, websites, social media and records management.
- Ability to maintain confidentiality and complete all assigned tasks with a high degree of professionalism, objectivity and political sensitivity.

**Preferred Qualifications:**

- Post-secondary diploma or degree in a related field (i.e., public administration, business administration, commerce, etc.)
- Certified Local Government Managers (CLGM) Designation or National Advanced Certificate in Local Authority Administration (NACLAA)
- A minimum of five (5) years directly related progressive management experience, preferably in a local government setting
- Class 5 Operator’s Licence with suitable Driver’s Abstract
- Acceptable Criminal Record Check
- Certification, or willingness to obtain certification in:
  - WHMIS
  - Standard First Aid / CPR-C
  - Leadership for Safety Excellence
  - FOIP (Focus on Privacy)

**Working Conditions:**

- Work in an office setting that would require long periods of sitting, work on a computer, and other general administrative duties.
- Occasional light lifting
- Good lighting, temperature, and noise control
- Occasional evening meetings