

Municipality of the District of Saint Mary's
Chief Administrative Officer - Position Description

JOB SUMMARY: As the administrative head of the municipality, the CAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments, or those assigned by Council.

REPORTS TO: Municipal Council

GENERAL RESPONSIBILITIES:

1. Administers the day to day business affairs of all departments of the Municipality, in accordance with the policies and plans approved by Council;
2. Co-ordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all Municipal property and facilities;
3. Ensure that the annual budgets are prepared and submitted to Council;
4. Be responsible for the administration, accountability and control of the budget adopted by Council;
5. Present to Council for its consideration recommendations from staff, along with appropriate commentary from the CAO, concerning any aspect of internal operations, including proposed by-laws and resolutions to give effect to such recommendations as may be adopted by Council;
6. Meet with Department Heads and staff regularly, for discussion of matters of policy and for coordination of all Municipality activities;
7. Attend, or be adequately represented at, all meetings of Council and any other meetings that Council may establish, and with the permission of the presiding officer make such observations and suggestions as the CAO may deem expedient on the topic under discussion;
8. Make written recommendations to Council, when CAO or the Council deems it appropriate with respect to a chosen topic and those recommendations shall be recorded as part of the minutes of the proceedings;
9. Have power to regularly study the Municipality's administrative organization structure and operations and recommend any changes that would, in the opinion of the CAO, improve the effectiveness or efficiency of the internal operations;
10. Recommend to Council the appointment, employment, suspension or dismissal of Department Heads;
11. Appoint, employ, suspend or dismiss all other employees in accordance with procedures laid down in the Municipal Human Resources Policies, with power to further delegate this authority;
12. Subject to policies adopted by Council, make or authorize the making of expenditures for the purchase of equipment, supplies or other items required for carrying on the business of the Municipality, and enter into contracts therefore on behalf of the Municipality where the amount of such expenditure does not exceed, in any one case, the sum of five thousand dollars (\$5,000) provided it is a budgeted item;

13. Submit a recommendation to Council respecting any proposed expenditure, for any purpose, in excess of five thousand dollars (\$5,000), and respecting any contract involved therein, however notwithstanding the above, the CAO is empowered to make emergency expenditures in excess of five thousand dollars (\$5,000) and must report the expenditure immediately to Council for ratification at the next meeting;
14. Subject to policies adopted by Council, sell any personal property belonging to the Municipality not exceeding a value of five thousand dollars (\$5,000) which, in the opinion of the CAO, is no longer needed by the Municipality or which is obsolete or unsuitable for use;
15. Subject to policies adopted by Council, personally or by agent, negotiate and execute leases of real property owned by the Municipality that are for a term not exceeding one year, including renewals;
16. Supervise the performance of all contracts entered into by the Municipality and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to the Council respecting such contracts;
17. Obtain information regarding all boards and commissions which affect the interests of the Municipality and report to Council regarding same when, in the opinion of the CAO or Council, such reports are deemed necessary;
18. Review drafts of the proposed by-laws and policies and make recommendations to Council with respect to them;
19. Act as the Human Resource Manager for the Municipality, ensuring adequate policies are in place;
20. Act, or appoint a person to act, as bargaining agent for the Municipality in the negotiating of contracts between the Municipality and any trade union or employee association and recommend to Council agreements with respect to them;
21. Carry out such additional duties and exercise such additional responsibilities as Council may assign;

EDUCATION and EXPERIENCE:

Relevant University Degree, preferably in Municipal Administration, with five years experience in a senior management capacity. Knowledge of local government management or equivalent formal education and experience.

SKILLS, KNOWLEDGE AND ABILITIES:

Strong leadership and management skills are required to lead the team of Municipal staff. Must have the ability to communicate with the public and Council in presenting advice and recommendations on all matters affecting local government. Research and computer skills are required.