

Job Title:	Chief Administrative Officer
Reports To:	Council
Salary:	35 hours a week - \$174,124 - \$203,700
Last Update:	July 2024

Job Summary:

Responsible for the day to day management of a workforce of full and part time employees and volunteers. The CAO must ensure that corporate policies are adhered to, budgets maintained and performance targets met while making key policy recommendations to Council that are effective in the operations of the municipality.

Duties and Responsibilities:

1. Leadership Activities

- a) Directs and oversees the management of the administration and operations of the Township, ensuring corporate policies are followed and programs maintained.
- b) Assesses staffing requirements, staff complement and organization structure and recommends changes to Council's approved policies as required.
- c) Controls, directs and approves, with the exception of department directors, all employee hiring, appointments, promotions, dismissals, suspensions, transfers and remunerations in accordance with Provincial Employment Standards and the Township's Code of Conduct, Salary Administration Program, Salary Bylaw, Benefit's Bylaw and other established human resources policies.
- d) Leads the Senior Leadership Team (SLT), provides guidance and direction to department Directors as required.
- e) Conducts annual performance appraisals, establishes annual goals, administers discipline and reports annually to Council on performance of the SLT.
- f) Recommends to Council appointment, suspension or dismissal of department Directors, leads the hiring team, with a minimum of one Council Liaison elected official for the particular service area.

2. Operations

- a) Provides advice and guidance to Council on Township policy, programs, legal and general governance matters.
- b) Reviews and approves all staff reports to Council or Committee ensuring compliance to applicable law, provincial policy, the Official Plan, Strategic Plan and budget allocations.
- c) Draft in conjunction with Council, the strategic direction of Council for its term (4 years). having regard for the Township's Strategic Plan, Vision, Official Plan, Capital Forecast, programs and service levels.
- d) Monitors monthly variance reports and initiates corrective action where necessary in collaboration with the Treasurer and service area Director.

- e) Identifies best practices, trends and advances in the municipal government for possible application in the Township's operations and service delivery.
- f) Liaises with federal, provincial and local government agencies as required.
- g) Chairs the Emergency Management Community Control Group (CCG).
- h) Sits as a member of the Common Interest Committee.
- i) Chairs the weekly SLT meetings.
- j) Undertakes special projects and performs other duties as assigned by Council and in accordance with corporate objectives.

3. Public Interactions with Council and Committee of the Whole

- a) Attends all Council and Committee of the Whole meetings in both public and closed sessions with the right, with the consent of the Chair, to speak, but not to vote.
- b) Liaises with, responds to and implements Council's decisions and directives and initiates corrective actions where required.

4. Compliance

- a) Provides guidance on legal, litigation and claims matters.
- b) Prosecutes all appeals to the Minimum Property Maintenance and Occupancy Standards Bylaw before the Property Standards Committee.

Leadership & Supervisory Responsibilities:

Senior Leadership Team

- Director of Building & Planning / Chief Building Official
- Director of Corporate Services
- Director of Fire and Rescue Services / Fire Chief
- Director of Infrastructure
- Director of Legislative Services / Clerk

Education, Experience and Qualifications:

- Equivalent to the completion of University at a Masters level (MPA, MBA, MA)
- 7 years of experience in municipal government
- Sound knowledge of the relevant municipal acts and legislative framework
- Exceptional leadership and interpersonal skills with a demonstrated ability to effectively interact with Council, Community and SLT;
- Skilled in negotiating, influencing, and consensus building among diverse groups
- Results-oriented individual, with excellent analytical skills, experience in developing sound methodologies and an interest in policy, process and financial control frameworks
- Demonstrated experience in change management processes, implementation and follow-up
- Demonstrated high level of critical thinking with the ability to perform in a

proactive and strategic manner and adapt to shifting priorities and goals successfully

- Ability to “present” professionally in a manner that values tact and diplomacy in a political and client-based environment
- A valid Ontario Class “G” Driver’s Licence
- Experience in analytical and problem solving, investigation, evidence-gathering techniques
- Experience in public education and awareness
- Experience in administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes
- Excellent communication skills, verbal, oral and written, and report writing
- Proven ability to deal effectively with people in difficult situations
- Proficiency in Microsoft applications

Required Certifications:

- Master degree or equivalent
- Certified Municipal Officer (CMO)
- Professional designations / certifications (Planning, Engineering, Finance)

Applicable Regulations:

- Municipal Act 2001
- Occupation Health and Safety Act
- Workplace Safety and Insurance Act, Labour Relations Act
- Employment Standards Act
- Bill 132, Violence and Harassment in the Workplace
- Ontario Human Rights Code
- Accessibility for Ontarians with Disabilities (AODA)
- MFIPPA
- Safe Drinking Water Act
- Provincial Legislation
- Planning Legislation
- Ontario Building Code

Physical and Mental Demands of Position:

	Physical Demands		Mental Stress
	Shift work schedules	X	Multiple tasks, heightened pace
X	8 to 12 hour shifts	X	Stressful situations
	Prolonged periods of standing	X	Supervisory responsibility
	Lifting up to 50 lbs.	X	Exposure to critical/traumatic incidents
	Lifting exceeding 50 lbs.	X	Dealing with Public
	Walking		Working Alone
X	Prolonged periods of sitting		Stranger Danger
	Bending/twisting		Operating Heavy Equipment in inclement weather
	Operating motorized equipment	X	Training
	Operating non-motorized equipment		Environmental/Chemical Exposure to:
	Extreme Heat		Extreme Dust
	Extreme Cold		Flying Insects
X	Eye Strain		Water (Flood, Algae, Steam)
	Walking in Rough Terrain		Electrical (i.e. hydro lines)
	Climbing		Utilities digging (gas/hydro)
	Physical Exertion		Animal (dead/alive), (domestic/wild)
X	Mild (sedentary pace)		Noxious Weed (poison ivy, oak)
	Moderate		Trees/ Branches (fallen/unstable)
	Challenging (high physical demands)		Hazardous Waste
	Repetitive Movement Related to:		Chemical Handling:
X	Computer use		Hot tar
	Equipment use		Flying Debris
X	Task performance		Noise
			Weather: Rain, Snow
			Working in low light or at night

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.