

Summer Village of South Baptiste
Job Description: Chief Administrative Officer (CAO)

Part-time contract, ongoing position with non-standard, flexible hours reporting to Mayor and Council. This position is as per CAO Bylaw #****

The following description for the position of Summer Village Chief Administrative Officer (CAO) is not a definitive depiction, but represents a general overview of the expected scope of this type of work.

Overview:

Reporting directly to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations and finances, providing advice and support to Council, ensuring that the organization meets its operational needs and accomplishes objectives, and ensures that the municipality is operating in accordance with the legislated requirements of municipalities. The CAO also engages in interactions with, and responds to local residents/property owners as well as works in cooperation with other regional municipalities or other levels of government when needed.

The CAO carries out the duties established in Section 207 and 208 of the Municipal Government Act (MGA), as well as all additional responsibilities established through Summer Village policies, bylaws and resolutions. The CAO works closely with Council at a strategic level in developing objectives, as well as in developing and implementing policies, procedures, and programs.

The CAO is the administrative head of the municipality and, as such, is responsible for coordinating and directing the affairs of the municipality. The CAO develops and maintains an effective organizational structure that is able to meet Summer Village needs and objectives. The CAO must maintain professional and effective relationships with Council, other governments, community groups, residents, and contractors who may provide services to the Summer Village.

RESPONSIBILITIES:

In addition to the legislated requirements set out in the MGA and the responsibilities established in Summer Village bylaws and resolutions, the CAO shall perform the following duties:

Advice and Support for Council:

- Coordinates, directs, and supervises the implementation of the policies and programs of Council and regularly reports the progress to Council;
- Reviews the Summer Village's organizational procedures regularly and recommends to Council any changes to improve operating effectiveness and efficiency;
- Regularly reports to Council on the effectiveness of its bylaws, policies, and programs, and recommends changes where necessary to achieve Council's objectives;
- Attends all meetings of Council, takes minutes, and assists in the decision-making process by providing information, advice, guidance, and consultation as required;
- Ensures Council receives all information by reporting it to them to assist with effective policy decisions and monitors the effectiveness of administrative operations;
- Coordinates and directs administrative presentations to Council on policy proposals and on-

going municipal operations, provides options, and makes recommendations where appropriate.

- Informs Council on any legislative or regulatory changes, or other issues arising that impacts the Summer Village and required actions.

Head of Administration

- Catalogues the Bylaws and policies of Council and ensures that information concerning these policies is distributed to and understood by residents and any relevant contractors (or staff);
- Responsible for the overall leadership and productivity of all municipal operations such as finance and administration, taxation and assessment, public works, planning and development, recreation and cultural services, community services, and protective services;
- Researches options and takes appropriate actions for fulfilling the services of the Summer Village, including recruiting and monitoring contractors providing services;
- Ensures that all bylaws and resolutions of the Summer Village are enforced;
- Ensures the prompt and proper handling of all requests, inquiries, and complaints by Summer Village residents including the establishment of procedures for handling complaints;
- Promotes an ethical, effective, and rewarding organizational environment.
- Oversees Summer Village Human Resources, when and where applicable: (NOT CURRENTLY APPLICABLE)
 - Develops personnel policies and programs covering the selection, compensation, training, development, retention, appraisal, and placement of Summer Village employees;
 - Hires, directs, promotes, disciplines, demotes, suspends, terminates, and transfers all Summer Village employees;
 - Recommends to Council staffing levels, salary adjustments, benefits, and working conditions;
 - Ensures performance reviews are conducted on all staff, on an annual basis at a minimum.

Management of Finances and Operations

- Develops comprehensive procedures concerning the Summer Village's budget preparation and financial reporting, including:
 - Preparing and submitting to Council the annual operating and capital budgets with appropriate explanation and substantiating information;
 - Preparing and submitting to Council revenue and expenditure reports compared with the approved budget along with explanations of significant variances;
 - Maintaining records of grant applications, allocations, timelines and expenditures;
 - Recommending cost reductions where possible without substantially altering existing service levels or programs;
 - Reporting to Council any other financial matters related to the affairs of the Summer Village.
- Ensures that proper financial system and controls are developed and implemented in order to maximize the accountability and effectiveness of resources.
- Works with the auditor each year to finalize the annual financial statements for accurate accounting and reporting of the financial status of the Summer Village.

Community and Intergovernmental Relationships:

- Acts as the Summer Village's liaison between other municipal governments, provincial and federal governments, community organizations, partners, residents, contractors, stakeholders and service providers;
- Keeps informed of governmental initiatives and community affairs and ensures that Council (and Summer Village employees) are made aware of significant trends.

Competencies:

- Ability to provide leadership in the development, implementation, and management of a variety of municipal services and to provide well researched guidance to Council and staff;
- Visionary leadership with the ability to set achievable organizational goals and communicate them effectively, ensuring that strategies to achieve these goals are implemented;
- Ability to identify and assess current and future community needs and recommend strategies for addressing the needs in the short and long-term;
- Demonstrates a high standard of personal values and ethics and portrays a positive image for the organization by acting in a fair, consistent, competent and principled manner;
- Ability and willingness to adjust to various and changing work demands, as well as handles day-to-day work challenges with confidence;
- Problem-solving skills and the ability to think innovatively for new and better solutions;
- Proven ability to liaise professionally and effectively with Council, other elected officials, residents, contractors, businesses, community groups, and other levels of government;
- Stays informed of political, economic, and social trends and developments with an ability to foresee the political, economic, and social implications of decisions;
- Thorough understanding of the financial, budgeting, and reporting process, as well as the analytic ability to prepare reports and compile information for Council;
- Sound and comprehensive knowledge of the legislative and regulatory requirements and processes affecting municipalities;
- Presents written and verbal information in a clear, open, and honest manner;
- Has an open and consistent approach to working with others and possesses strong relationship and interpersonal skills, with the ability to build relationships and develop/maintain partnerships;
- Strong interpersonal skills with a proven ability to build a positive team environment and provide guidance and support for Summer Village Council (and staff, when applicable);
- Ability to manage, mediate, and resolve conflicts and disputes;
- Assigns staff (when applicable) with clear responsibilities, establishes and measures performance goals, and provides sufficient feedback to achieve quality and timely results.

Qualifications and Experience:

- Completed post-secondary degree in public or business administration, or a relevant field, is preferred;
- Completed or working towards a designation in local government administration is preferred;
- Experience in municipal government administration or a related field;
- Minimum 3 years experience of management experience
- Experience working with Councils, Boards, and/or Committees