



**VILLAGE OF  
POUCE COUPE**

**JOB DESCRIPTION  
June 2024**

<b>Position Category:</b>	<b>Chief Administrative and Financial Officer (CAFO)</b>
<b>Department:</b>	<b>Executive Office</b>
<b>Division:</b>	
<b>Section:</b>	
<b>Reference:</b>	<b>Exempt</b>

**General Accountability & Purpose of the Job:**

The Chief Administrative and Financial Officer (CAFO) is the senior appointed official of the Village of Pouce Coupe, providing strategic leadership and oversight for the municipality’s administration, financial management, and human resources. Accountable to Council, the CAFO ensures efficient and effective use of municipal resources and serves as the principal advisor to the Mayor and Council. The CAFO also fulfills the statutory duties of the Financial Officer as required by the *Community Charter* and *Local Government Act*.

Externally, the CAFO plays a significant role in the community, collaborating with neighbouring local governments, local First Nations, provincial bodies, and other entities affecting the municipality. The CAFO is dedicated to building and maintaining relationships with these groups to support community development.

Working with the Council, the CAFO develops and implements the municipality’s strategic vision and oversees staff in delivering that vision. Acting as the primary policy advisor, the CAFO performs a range of complex administrative activities to ensure effective operations. The CAFO is also responsible for informing the Council of its legislative responsibilities and providing all necessary information for informed decision-making on municipal matters.

**Typical Job Duties:**

Leadership and Organizational Culture

- Cultivate a positive, collegial, respectful, and engaged organizational culture through leadership actions, including setting objectives, strategies, and key results that prioritize culture-building.
- Develop and maintain effective, congenial lines of communication with the Council, its committees, the staff, the general public, and external organizations.

Council Advisory

- Principal advisor to Council in the development of public policy and responsible for ensuring the Council is informed of their legislative responsibilities and authorities.
- Advise Council in the development of public policy, providing necessary information for informed decisions.
- Ensure Council is fully conversant with municipal activities, operational achievements, and staff performance.
- Coordinate and direct staff to provide quality service and handle public requests, inquiries, and complaints efficiently.

Strategic and Policy Development

- Ensure a timely process for Council to convene and establish or adjust strategic priorities.

- Develop and maintain liaisons with officials, groups, agencies, and governing departments to secure information and advice that will assist Council and promote the municipality's interests.
- Maintain current thorough knowledge of Provincial Legislation and Regulations that affect Council's policy decisions.
- Provide advice to Council on agenda items during Council and Committee meetings.
- In consultation with the Mayor, coordinate Council development activities, including the orientation of new Council members and other enhancement events.
- Ensure the timely preparation of agendas for Council and Committee meetings, providing necessary information and recommendations for informed decision-making.
- Develop and promote a strong working relationship with the Council, respecting the specific role distinction between Council and administration.

#### Financial Management

- Perform the statutory duties of the Corporate Financial Officer as required by the Local Government Act.
- Oversee the preparation of the Village's operating and capital budgets, financial statements, and annual government reporting forms.
- Direct the operations of accounting, budgeting, purchasing, investments, grant funding, debt, and insurance.
- Oversee the preparation of the municipality's budget and five-year financial plan to ensure financial stability and viability.
- Oversee the preparation of the municipality's annual audited financial statements and various financial reports and analyses required by Council, outside agencies, and staff departments.
- Ensure sufficient cash flow for daily needs and manage borrowing or investing in accordance with municipal bylaws and procedures.
- Ensure that the municipality's activities, including those of its committees, commissions, officers, and staff, are carried out within the approved budgets.
- Maintain complete and accurate accounts of the municipality's assets, liabilities, funds, securities, and financial transactions in accordance with bylaws and procedures.
- Provide professional advice to Council and staff on financial, accounting, budgeting, purchasing, property insurance, liability insurance, internal controls, and related matters.
- Manage the administration of Provincial Programs related to property taxes and ensure accurate financial records and reporting.

#### Program and Service Delivery

- Oversee the implementation and delivery of programs and services approved by the Council, ensuring efficient and effective use of human, financial, and physical resources.
- Monitor the delivery of services through staff to ensure adherence to the municipality's budget and business plans.
- Ensure Council initiatives and policies are executed and implemented promptly.
- Meet regularly with staff to review Council's policy directions and assign responsibility for implementation and execution.

- Develop appropriate communication procedures to inform all staff members of Council's policies and directions.
- Support organizational change strategies, initiatives, processes, and programs to promote equity, diversity, inclusion, and Indigeneity within the municipality.
- Direct the enforcement of bylaws and ensure adherence to Council policies.
- Evaluate and monitor municipal operations and recommend innovative measures for improvement.
- Provide periodic reports to Council on the status of strategic priorities, programs, initiatives, and the municipality's financial condition.

#### Human Resource Management

- Monitor human resources administration to ensure all departments conform to Council's approved staffing levels, hiring practices, training, and other policies.
- Report to Council on the appointment, suspension, or dismissal of exempt staff, and lead in the hiring, suspension, or dismissal of other employees, in accordance with collective bargaining agreements for unionized employees.
- Lead and manage staff and contractors, including evaluating staffing level requirements, hiring, training and development, performance management, and discipline issues.
- Engage in labour relations affairs, including grievances, in accordance with the collective agreement.
- Promote a healthy working environment and ensure staff recognize and adopt safe work practices.

#### Public and External Relations

- Maintain effective contact with provincial government agencies and ministries, neighbouring local governments, regional jurisdictions, and other committees, boards, and commissions.
- Support and build organization-wide partnerships and meaningful consultations between the municipality and First Nations to serve as a bridge to reconciliation and establish a framework of minimum standards for the survival, dignity, and well-being of Indigenous peoples as per the Declaration on the Rights of Indigenous Peoples Act and UN Declaration on the Rights of Indigenous Peoples.
- Develop and maintain positive relations with the public, ensuring prompt and proper handling of all requests, inquiries, and complaints.
- Ensure sound public relations by preparing information on Council actions and decisions for the Mayor and communicating them internally to staff. The Mayor will be the chief external spokesperson to the media and the public on Council actions and decisions.
- Develop and maintain positive relations with the public, ensuring prompt and proper handling by staff of all requests, inquiries, and complaints.

#### Additional Duties

- Discharge any other duties as assigned by Council from time to time.

#### **Required Qualifications:**

##### Education

- Professional designation or degree in public administration, accounting, commerce, or a related field from a senior educational institution.
- Chartered Professional Accountant (CPA) designation an asset.

## Experience

- Minimum of four (4) years of progressive, significant, and relevant experience, including administration, legislation, finance, infrastructure, planning, and economic development.
- Experience at a senior level in a municipal government setting is essential.

## **Required Competencies:**

### Intergovernmental Relations

The capacity to negotiate, collaborate, and share information and resources to create inclusive and coordinated strategies for service delivery, infrastructure development, and policy implementation. This ensures that the needs and interests of the Village of Pouce Coupe are effectively represented and addressed at regional, provincial, and federal levels.

### Political Acumen

Understanding and navigating the intricate and often unpredictable nature of politics and public service. This includes comprehending the political landscape, power dynamics, and the unwritten rules specific to a government setting. Key skills involve astute judgment, insight into the workings of political systems, and the ability to influence and persuade others in a politically engaged environment.

### Operational Planning

The capacity to define clear service goals, allocate resources effectively, assign responsibilities, and establish schedules to ensure the efficient and effective delivery of essential services.

### Public Service Delivery

The capability to identify and understand the needs, expectations, and satisfaction levels of residents, followed by the effective and efficient delivery of services that enhance their well-being and contribute to the overall development and quality of life within the Village of Pouce Coupe.

### Team Building

The ability to inspire, guide, and foster collaboration among team members to achieve collective goals. This competency requires excellent communication skills, emotional intelligence, and the ability to recognize and leverage individual strengths within the team. Leaders must create an inclusive, supportive environment that encourages participation, innovation, and accountability. By modelling integrity, providing clear direction, support and resources, and facilitating continuous development, leaders ensure the team remains motivated, cohesive, and aligned with the Village's mission and values.

### Valuing Diversity

Recognizes and respects the value of individual differences and promotes an inclusive environment. Demonstrates sensitivity and openness to various perspectives and cultures, fostering a workplace where diverse backgrounds, experiences, and ideas are celebrated and utilized to drive innovation and collaboration. Actively seeks to understand and address biases and inequalities, ensuring that everyone feels valued and included, contributing to a cohesive and dynamic team.

### Organizational Integrity

Organizational Integrity involves upholding ethical standards, transparency, and accountability within the organization. It requires consistent adherence to moral principles, fostering an environment of trust, honesty, and fairness. This competency ensures that decisions and actions align with the organization's

values, promoting a culture of ethical behaviour and integrity. Individuals demonstrating organizational integrity are committed to maintaining the public trust, managing resources responsibly, and ensuring compliance with laws and regulations. They act as role models for ethical conduct, influencing others to uphold the highest standards of integrity in all organizational activities.

#### Leading by Example

Embodies the ability to inspire and motivate others through consistent demonstration of high standards of integrity, accountability, and ethical behaviour. This competency involves setting a positive tone, demonstrating commitment and dedication to the organization's goals, and fostering a culture of trust and respect. Leaders who excel in this area consistently model the behaviour they expect from their team, effectively communicate their vision, and create an environment where others are encouraged to achieve their best. By being approachable, supportive, and fair, they build strong, cohesive teams and drive organizational success through their actions.

#### Visioning

The ability to develop, articulate, and communicate a clear and compelling long-term vision that aligns with the community's values, needs, and aspirations. This competency includes strategic thinking, foresight, and the ability to inspire and engage stakeholders, including council members, staff, and residents, in a shared vision for the future. It requires an understanding of emerging trends, innovative solutions, and best practices to create a sustainable and resilient community, guiding decision-making processes to achieve desired outcomes and long-term goals.

#### Change Management

The ability to effectively manage, lead, and facilitate organizational change within a municipal government setting. This includes identifying the need for change, developing strategies and plans to implement change, engaging stakeholders, and ensuring smooth transitions. The competency involves clear communication, fostering a positive culture towards change, and addressing resistance proactively. A strong emphasis is placed on maintaining service quality, compliance with regulations, and ensuring that changes align with the municipality's goals and community needs.

#### Advancing Council Priorities

The ability to effectively communicate and collaborate with council to develop a shared understanding of the municipality's challenges, opportunities, and strategic directions. It includes engaging council members in the decision-making process by seeking their input and support and providing them with the necessary information and resources to make informed and impactful policy and planning decisions.

#### Financial Management

The ability to strategically manage and oversee the financial operations of the municipality, ensuring sound fiscal policies and practices. This includes budgeting, financial planning, auditing, and reporting. It requires the capacity to analyze financial data, manage public funds responsibly, and provide accurate financial forecasts. Additionally, it involves ensuring compliance with relevant legislation and regulations, and effectively communicating financial information to stakeholders to support informed decision-making and maintain financial sustainability.