

CITY OF CLARENCE-ROCKLAND

POSITION TITLE: Chief Administrative Officer

DEPARTMENT: Administration

SUPERVISOR: Municipal Council

POSITION OBJECTIVE:

Reporting directly to the Municipal Council, the Chief Administrative Officer has the responsibility to guide, direct and coordinate the department heads of the corporation in developing, implementing and administering the policy objectives and such programs approved by the Council taking account of all the municipal regulations and by-laws.

PRIMARY RESPONSIBILITIES:

Programs and services

- Ensure good performance, the economic and efficient organization and administration of all departments, committees and commissions determined by the by-laws of the corporation and management of the municipal Council.
- Coordinate the development and implementation of the City's short and medium term operating plans.
- Make recommendations to the Council concerning departmental operations and propose by-laws or resolutions to support these recommendations.
- Organize and oversee the effectiveness and functioning of the policies of the Council and programs, and ensure corporate compliance with all requirements imposed by the Act and by-laws.
- Make the necessary recommendations to the Council on appointments, hiring, the suspension or dismissal of any employee by recognizing specific procedures to these employees represented by a collective agreement.
- Leads jointly with the Mayor and the members of the Council responsible for the administration of the process of the collective agreement with all employees of the corporation and make recommendations to the Council concerning wages and working conditions. Will lead the negotiations of the collective agreement and will administer the convention within the parameters established by grievance procedures.
- Track the progress of all departmental operations by taking part in frequent meetings with the leaders of the various services while taking into account the coordination of the activities, recommendations for policies, plans, budgets, and their effective implementation.
- Leads periodic revisions of the organizational structure, makes changes with respect to the organization, administration, and the required communications and provide feedback to Council.

- Communicates and works with the Mayor and the Members of Council and the public in general on all administrative matters.
- Establish links and a positive relationship with the business community, and any other committee and authorities, the upper levels of Government, and acts as a representative of the administration.
- Takes part in all meetings of the Council, commented, makes recommendations to the Council, and responds to questions about the administration.
- Perform the responsibilities of the Economic Development Officer for the City.
- Because of the changing nature of employment, the work to be done and how to perform this task, there will be occasional changes made to the position and specifications, such as instructed by the Members of the Council and adopted by the Council.

HUMAN RESOURCES

- Monitor the conduct of all employees in the municipal corporation.
- Directly supervises the Treasurer, the Director of Physical Services, the Director of Planning & Development, the Fire Chief, the Director of Community Services, Executive Assistant to the CAO, the Director of By-Law Department, and indirectly coordinates the activities of the Director of the Library, which he relates to a separate board.
- Ensures effective supervision of all municipal employees under the jurisdiction of Council and with the cooperation of the above mentioned subordinates.
- Makes the necessary recommendations to the Council with regard to personnel requirements, hiring or dismissal of an employee of the corporation.

FINANCIAL RESOURCES

- Devise both the annual operating budget and the capital budget for the corporation. Recommend to Council the annual required estimates for both budgets.
- Develop, manage, track, and register the annual budget operating expenses for all departments.
- Approve budgeted expenses. Submit all capital expenses for Council approval.

MATERIAL RESOURCES

- Good knowledge of several software, calculator, Office equipment, etc.
- Ensure the conservation and the confidentiality of all documents relating to the Council.

MAJOR RESPONSIBILITIES

- Ensure effective communication in ensuring that reports are brought to Council by the department heads.
- Ensures effective administration of all municipal activities relating to the municipal Council;
- Ensures the effectiveness of the total control of the municipal budget relating to the municipal Council.

REQUIREMENTS AND SPECIFICATIONS OF THE POSITION

Work Skills & Knowledge

- Must have educational training in municipal government (Bachelor or Masters), or the equivalent, as demonstrated by a minimum of five (5) years of experience in relation to the municipal government.
- Good knowledge of corporate administration, management and business planning.
- Good knowledge of the municipal government operations, including finance, engineering, public works, recreation, planning, etc.
- Knowledge of all by-laws, statutes and regulations relating to a municipal corporation.
- Acquired skills in management and administration, so as to plan, direct, supervise and coordinating the duties of the Office of the CAO.
- Possess analytical skills to initiate and execute programs, identify and resolve problems and formulate the related policies and procedures.
- Bargaining skills to resolve organizational and inter-departmental conflicts and participate in the negotiation of the collective agreement, such as required.
- Thorough knowledge of all applicable provincial laws and regulations.
- Thorough knowledge complete structures of local governments and legal issues related.
- Superior competence in verbal and written communication to prepare the reports and minutes, make presentations to various committees and Council and coordinate information policies by providing solid and practical recommendations to the Council.
- Ability to work in French and English.

PHYSICAL & WORK SKILLS

No physical competence is required for this position.

JUDGEMENT AND DECISION-MAKING

The work is done under the direction of the Mayor and Council. Access is available to the other General Managers to exchange the necessary information. Access is also available in the policies and procedures of the city, provincial regulations and municipal by-laws, to obtain assistance or direction needed to negotiate certain issues and problems.

Judgement exercised:

- Acting as the primary policy advisor to Council and in recommending, formulating and participating with inter departmental and inter government projects, as required.
- By attracting the attention of the corporate administration, so that the incumbent accomplishes plans approved for the year.
- Coordinating and reviewing the operating and capital budgets in cooperation with the department heads, prior to their submission to Council.
- Acting as spokesperson and representative of the corporation, to ensure the best interests of the City.
- By demonstrating leadership and a sense of direction for the employees of the corporation, by providing leadership and effective human resources administration.
- In supervising, assigning tasks, providing adequate training and a review of employee performance, and ensuring adequate training and that information will be accessible.

INTER-PERSONAL SKILLS

Superior inter-personal skills for interaction with management, staff, Council, and community leaders.

Internally

- With the department heads, on a regular basis, to coordinate activities, discuss plans, policies and priorities.
- With the Mayor, so as to discuss policies and operations and review the status of plans and programs.
- With all Members of Council, related to meetings, the order-of-the-day, delegations, etc.
- With the department heads and a variety of staff members to discuss the City business and to exchange information.

Externally

- With a variety of government administrators to obtain information on policies, coordinate the grant proposals and discuss problems and municipal issues.
- With Members of Council to present recommendations and reports, answering various questions and seeking their approval on a request.
- With business people to represent the City, respond to questions on some points, to discuss development projects, etc.
- With media, acting as spokesman for the City, which relates to meetings and decisions of Council, in official ceremonies, to presentations, local government concerns, etc.
- With the general public, regarding meetings of Council and to facilitate the exchange of information, and transmit decisions, responding to complaints, etc.
- With the legal counsel for advice on legal documents, acts, contracts, laws, etc.

WORKING CONDITIONS

Environment

The position is in an office workplace.

CONTROL OF THE WORK SCHEDULE

- Takes part in all meetings of Council, as required. Compensatory free hours may be allowed by the Members of Council.
- The work is subject to a firm timetable imposed by law or Council policy. Frequently, work is extended beyond normal working hours to meet timelines.

NOTE:

In the context of this document, the use of the feminine gender and the singular term is considered representative of the male gender and the plural.