

<b>The Corporation of The Township of South Glengarry</b>	<b>Job Description</b>
Position Title:	Chief Administrative Officer
Group:	Non-Union - Management
Reports to:	Council
Department:	Administration
Prepared By:	Human Resources Advisor
Approved:	March 6, 2017
	<b>Revised:</b>
<p><b><u>Job Function:</u></b></p> <p>Reporting directly to Mayor and Council, the Chief Administrative Officer contributes leadership, strategy, direction, and enthusiasm in developing and implementing Council policies and objectives. The Chief Administrative Officer is responsible for the efficient administration of the Township and is the primary policy advisor to Council. As leader of the Township's Administration Team, the Chief Administrative Officer oversees the implementation of Council's policies and directives throughout all municipal departments.</p>	
<p><b><u>Skills and Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Preferred to have a degree in Business or Public Administration or an equivalent combination of education and experience.</li> <li>2. Preferably have a minimum of seven (7) to ten (10) years progressively responsible experience as a senior executive in complex organization with diverse stakeholders, experience in a Municipal Government setting or a similar type of public sector government would be considered an asset but is not a requirement.</li> <li>3. Have a working knowledge of local government operations and financing, the role and authority of Township Council, the function of the senior municipal staff</li> </ol>	

<p>positions and the necessary procedures to ensure the effective fulfillment of the Township's governance model.</p> <ol style="list-style-type: none"><li>4. The ability to develop positive and productive working relationships with the Mayor and Council and the ability to work with, support and respect a governing body.</li><li>5. Familiarity with and the ability to develop a strong understanding of appropriate legislation and regulations relative to the Township Council's mandate.</li><li>6. Proven leadership skills with the demonstrated ability to lead a team of professionals and influence and collaborate with individuals at all levels within the organization.</li><li>7. Proven ability to develop and instill a corporate culture of teamwork, achievement, and respect.</li><li>8. Excellent written and oral communications skills, including the ability to research comprehensive reports and deliver presentations to a variety of audiences.</li><li>9. Bilingualism (English and French) considered an asset.</li><li>10. Local knowledge and familiarity with the geographic location of the Township of South Glengarry, the United Counties of SD&amp;G and Eastern Ontario are considered an asset.</li></ol>
<p><b><u>Direction Received/Independent Action:</u></b></p> <ol style="list-style-type: none"><li>11. General direction provided by Council through the Mayor.</li><li>12. Follow municipal administrative policies and contractual agreements with respect to working conditions and the purchase of goods and services, while abiding to federal and provincial statutes, regulations, and standards.</li><li>13. Work independently within policy, regulatory and budgetary guidelines.</li><li>14. Work performance is monitored by Council through regular performance reviews and attainment of municipal objectives.</li><li>15. Provide strategic leadership and recommendations to the Management Team and Council.</li><li>16. Direct and manage all the affairs of the Municipality.</li></ol>
<p><b><u>Supervision/Direction of other Employees:</u></b></p> <ol style="list-style-type: none"><li>17. Reporting directly to the Chief Administrative Officer are:</li></ol>

- General Manager of Finance & Treasurer
- General Manager of Planning, Building & Enforcement
- General Manager of Corporate Services – Clerk
- General Manager of Parks, Recreation & Culture
- General Manager of Infrastructure
- Fire Chief
- Human Resources Advisor

18. Has full authority at the Senior Management level:

- Provides functional direction and policy interpretation.
- Recommends changes affecting unit and job structures.

19. Works in compliance with the Occupational Health and Safety Act. Must be capable of issuing both written and oral instruction.

**Working Relationships:**

**Routine Contacts:**

17. Management Team - Confers on policy matters, exchanges ideas and information and helps explain overall corporate goals and objectives.
18. Council – Answer questions, explain recommendations and exchange ideas and information on corporate goals and strategic plans.
19. Provincial and Federal Ministry Officials – To provide technical information on overall corporate statements and performance measures.
20. Managers and Subordinates – Informs, discusses, and advises on policies, practices, procedures and strategic planning initiatives of the Township of South Glengarry.

**Non-Routine Contacts:**

21. General Public, Business Operators - To hear, discuss, resolve complaints/requests regarding municipal services and operations.
22. Other Municipalities – To obtain and exchange information and ideas from other municipalities regarding government regulations, reporting requirements and performance measures.
23. Legal Counsel – When required interacts with legal counsel.

**Duties and Responsibilities:**

24. Responsible for the ongoing evaluation of the overall structure and management of the administration and operation of the Township's departments to ensure efficient, effective, and continuous improvement of the delivery of Township services.
25. Directs, coordinates, and generally supervises the implementation of all studies, policies, procedures, plans and programs approved by Council.
26. Responsible for establishing and maintaining a bond of trust between elected and appointed officials to achieve the appropriate delineation and understanding of the respective duties and responsibilities of each. Facilitates appropriate relationships and interactions between political and administrative officials. Discusses areas of concern with Mayor and Council to determine proposed solutions.
27. Develop administrative and operational processes to ensure that all decisions by Council are implemented through effective and efficient means. Ensures Township compliance with all relevant statutory and regulatory requirements.
28. Acts as liaison between Council and Administration. Co-ordinates and facilitates the continuous flow of information between the administration, Council and Committees of Council on a regular basis.
29. Undertakes periodic reviews of the corporate organization, its structural management and communication systems and provides recommendations to Council with respect to improvements. Implements changes to the structure and operation of the organization in compliance with the approval or direction of Council.
30. Serves as policy advisor to Council and Committees. Consults with internal and external contacts to coordinate submissions to Council. Obtains all appropriate background information to submit to Council to make decisions. Attends all meetings of Council and where necessary, any Committees established by Council. Provides information and follow up on matters under discussion.
31. Coordinates the preparation and submission of the annual capital and operating budgets for approval of Council, together with such recommendations and observations as are deemed necessary and monitors compliance with the Township's budget. Coordinates the preparation and submission to Council of an annual five-year forecast of the Township's capital requirements in consultation with the applicable Department General Managers and Directors.
32. Ensures the development and promotion of effective corporate administrative policies and practices, provides guidance and advice to Administration and Council on such matters. Presents to Council, in cooperation with General Managers and Directors,

- reports and information regarding the progress and accomplishments of the programs and projects.
33. Communicates and interfaces with the Mayor and Council and with the public on all administrative matters as required.
  34. Works with Council, General Managers and Directors to facilitate and co-ordinate corporate and strategic planning and any activities associated with such.
  35. Coordinates and reviews all Council reports and recommendations of General Managers and Directors together with comments, analysis of options, and/or recommendations as deemed necessary.
  36. Delegates appropriate duties and responsibilities to General Managers and Directors within the organizational structure.
  37. Oversees direct reports in the exercise of their responsibilities in accordance with established procedures, relevant provisions of collective agreements, or appropriate Provincial legislation.
  38. Leads and participates in meetings of the Management Team to provide information, direction, communication, and guidance.
  39. Has the authority, in consultation with the appropriate General Manager, Director and the Human Resources Advisor, on the hiring, dismissal and discipline of employees as required. Holds the authority, to execute discipline or dismissal unilaterally.
  40. Ensures the efficient operation of the Township's administration, including motivating and developing the skills of the General Managers, Directors, and their staff to foster productivity, professionalism and high morale.
  41. Responsible for monitoring the performance of direct reports. Ensures annual performance evaluations of all General Managers, Directors (and their employees) in accordance with Township's policy. Reports the results/findings to Council including recommendations on salary increases.
  42. Meets regularly with General Managers and Directors to discuss matters of policy and operating procedures. Ensures adherence to such.
  43. In collaboration with the Human Resources Advisor, participates in the collective bargaining process with the Township's employee groups and provides recommendations to Council regarding the terms of any agreements.

44. Ensures that all legislative requirements are met and complied with by the Township's administration.
45. As necessary, meets on behalf of the Township with counterparts in other municipalities, representatives of agencies, boards and commissions, other levels of government and members of the community.
46. Undertakes such other responsibilities as may be assigned by Council.

**Physical and Sensory Demands:**

47. Major demands are for repeated dexterity, muscular and sensory strain for long to extended periods while typing and proofing documents and attending meetings. Moderate ability to retrieve and store records, files and supplies from overhead and low shelves and to respond to inquiries.
48. Light physical effort required to move/transfer files of weight not usually more than ten (10) pounds.

**Mental Demands:**

49. Review correspondence and the preparation of formal documents performed routinely for moderate periods with irregular continuous requirements to complete priority items. Priority areas depend on the demand of the General Managers and operations which usually change without notice.
50. Occasional interruptions or disruptions may affect work pace results in determining priority tasks and duties in meeting tight timelines.
51. Emergency response requires making life safety decisions in short periods of time.

**Working Conditions:**

**Hours of Work:**

52. Required to work seven (7) hour days during normal business hours.
53. Requirements for overnight travel as per Township Policy.
54. Overtime is compensated as per Township Policy.

**Work Environment:**

55. Spends 70% - 90% of the average work year indoors in private office surroundings.

56. The remaining time is spent travelling outside of the work area to attend meetings and training sessions as required.

**Hazards:**

57. Usual hazards consist of tripping and slipping within work areas and injury sustained may require first aid for minor cuts.