



**Township of  
ELIZABETHTOWN-KITLEY**

**TO GROW A PROGRESSIVE COMMUNITY  
FOR TODAY AND TOMORROW**

## **Job Description**

**TITLE:** Administrator (CAO/Clerk)  
**REPORTS TO:** Mayor & Council  
(Directly)  
**WAGE:** Pay Grade 12 (\$146,213 - \$164,558) 2024 Rates

## **POSITION OBJECTIVE AND SCOPE**

The Administrator (CAO/Clerk) is responsible for providing vision and leadership to the Township through planning, organizing and directing the operation of all municipal services in accordance with legislation, by-laws and policies established by Council. The Administrator (CAO/Clerk) is ultimately responsible for strategic oversight of all human, physical and financial resources of the Township. As Clerk, it is expected that the statutory duties be carried out as per the Municipal Act.

## **MAJOR RESPONSIBILITIES**

### **Administration**

- Coordinates, leads and directs the senior management team in the efficient administration of the Township, in accordance with the policies and plans approved and established by Council.
- Directs, coaches and motivates a team of staff to manage the day-to-day operations of the Township and deliver programs and services to residents in a manner that meets quality standards set by Council.
- Attends Council meetings, Committee meetings and other meetings as required by Council to keep informed of issues and participates in discussions on the strategic and operational direction of the Township.
- Oversees the preparation of annual operational plans and the municipal budget, and once the budget is approved by Council works with the Director of Finance and other staff to allocate funds and monitor expenditures and revenues to ensure financial accountability.
- Works closely with Council to foster a positive working environment, promotes effective communications, resolves problems and issues, and develops and implements strategies and policies to attract and retain employees.
- Provides advice and expertise to Council, including the identification of legal and financial implications of initiatives and the potential impact on staff and the community.
- Performs liaison functions between Council and citizens on administrative matters pertaining to by-laws, policies, or programs, investigates and handles public complaints and concerns, reports to Council as necessary.
- Develops and promotes a strong working relationship with Council.

- Organizes and supervises an effective implementation of Council policies and programs and ensures corporate compliance with all relevant statutory and regulatory requirements.
- Directs periodic reviews of the organization's structure, initiates organizational, management and communication changes as required and reports on the outcome of these reviews to the Council.
- Acts as a resource person to the Council by advising members of meeting procedures and their responsibilities as elected members.

### **Legislative Services**

- Leads and ensures the effective provision of public, legislative and clerical services to Council and its Committees in accordance with the *Municipal Act* and all other relevant legislation.
- Leads and oversees the municipal elections process pursuant to the *Municipal Elections Act*.
- Oversees and provides leadership in the maintenance and safe keeping of all official records and documents for the Township.
- Oversees and coordinates public information access processes in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).
- Coordinates the receipt and processing of all claims for damages and civil matters made against the Township and its Boards and Committees.

### **Planning, Strategy and Direction**

- Coordinates and oversees the development and implementation of an inclusive consultation process culminating in a Council approved strategic plan, operational objectives and supporting policy framework. This includes consulting with key stakeholders and consultants to establish an appropriate strategic planning process.
- Promotes, communicates, and advances Council's vision, values, priorities, and objectives to the senior leadership team and staff. Ensures department strategies, plans, and initiatives are aligned with the Township's vision, values and priorities.
- Develops and implements long-term plans and objectives within the Township in conjunction with the senior leadership team.
- Recommends to Council new initiatives, changes to programs/services, or changes to the organizational structure to improve effectiveness and/or efficiency or service delivery to Council.
- Demonstrates evidence of high performance and competent stewardship, reporting on meaningful, accurate and timely management, performance and quality service targets to align with strategic priorities.
- Develops and regularly reviews executive policy for Council approval.

### **Financial Management**

- Oversees the preparation of the annual budget and monthly financial reports for submission to and approval of Council.
- Ensures expenditures receive necessary approvals and are within the approved budget.
- Evaluates and recommends actions to be taken with respect to the Township's financial position.
- Monitors the delivery of municipal services through the senior leadership team to ensure that council's budget and business plans are followed.

- Ensures all purchasing and procurement is in compliance with the Township's procurement policies and procedures.
- Oversees the development, approval and implementation of long-term capital works budgets and management of municipal assets and infrastructure.

### **People and Performance**

- Oversees the management of all human resources, including progressive and fiscally sound policy and procedures; and the recruitment, hiring and termination, supervision, training, development, evaluation and compensation of staff and contractors.
- Makes recommendations to Council with respect to staffing requirements and for hiring, dismissal or suspension of a corporate employee.
- Keeps abreast of all departmental operations through frequent meetings with the senior leadership team to ensure the coordination of activities, recommendations, policies, plans, budgets and effective implementation of same.
- Develops appropriate communications procedures to ensure that all employees are informed regarding the policies and directions of Council. Monitors the implementation and execution of all Council policies by responsible departments.
- Actively maintains a positive workplace environment by communicating and supporting staff in performing their duties; and effectively addressing workplace challenges as they emerge with a focus on developing a high-performance team.
- Fosters an environment of accountability, innovation/continuous improvement and empowerment anchored by the Township's strategic commitment to deliver exceptional services to our community.
- Ensures employees are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, ensure that documented procedural information is available, and that necessary reports/follow up to incidents are completed and reported accordingly.

### **Public Relations**

- Interacts with Head of Council, Council and with the general public on all administrative matters, as required.
- Establishes positive relationships with the business community, local authorities and upper levels of government; acts as spokesperson on behalf of the administration.
- Ensures that Council decisions are communicated to all applicants, petitioners, persons, agencies and other interested parties who are required to be advised of these decisions and procedures.

## **SKILL REQUIREMENTS**

### **Education, Training & Experience**

- Possesses university degree with a concentration in Political Science, Business or similar focus or equivalency as demonstrated through experience in related municipal government.
- Minimum of five years experience in a municipal leadership role, or equivalent private sector experience.
- Sound knowledge of corporate administration, local governance, business planning and municipal government operations including finance, public works, fire and emergency services, recreation, planning, building etc. would be an asset.

- Knowledge of all provincial statutes and by-laws related to legislation and regulations as they may apply to the municipal corporation.
- CMO (Certified Municipal Officer) designation considered an asset.

### **Job Related Abilities**

- Demonstrated knowledge of the Municipal Act and other relevant Acts and regulations that impact municipalities.
- Strong interpersonal skills that inspire commitment, collaboration and teamwork.
- Excellent verbal/written and interpersonal skills; has the ability to resolve conflicts and deal with sensitive or political issues in an effective and timely manner.
- Proven success developing and implementing strategic and operational business plans.
- Demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes.
- Trustworthy leader who demonstrates openness, trust, ethics and integrity.
- Strategic and innovative thinker with a proven ability to champion and successfully implement change.
- Demonstrated commitment to the empowerment, development and mentoring of staff.

### **Additional Skills and Abilities**

- Ability to demonstrate initiative consistently with a strong commitment to customer service, effective leadership and conflict resolution, while exercising discretion and good judgment, including possessing a high level of personal integrity.
- Commitment to quality and process improvement, with ability to work independently with strong time management skills and ability to effectively and efficiently prioritize tasks for self and team.
- Excellent administrative, communication, interpersonal, organizational, project management, supervisor/leadership, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Ability to professionally and respectfully manage stressful and antagonistic situations.
- Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department.
- Well organized, flexible and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload, considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- Comfortable with new ideas and has the curiosity to seek new opportunities and implement change; collaborative decision maker focused on practical, timely solutions; self-assured and confident; drives towards results while constantly problem-solving; learns quickly; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes. Positively influences others; encourages, inspires and supports others to deliver; has the ability to understand how individuals at all levels operate and how best to use that understanding to achieve objectives.

### **Analytical and Problem-Solving Skills**

- Demonstrated complex problem-solving skills, attention to detail and accuracy.
- Ability to analyze complex situations and data to determine potential problems, provide both umbrella and detailed planning and corrective actions, recognize strengths and weaknesses in staff to mitigate potential problems and be proactive. Ability to provide detailed and comprehensive guidance and training in the use of approved practices and procedures.
- Judgement is exercised in interpreting legislation, preparing budgets and directing budgetary expenditures, policy and procedure development, public use of municipal assets and the development of operational systems and protocols.
- Strong ability to work with staff, elected officials and the public to identify problems, develop solutions, and maintain harmony and team spirit.
- Sound confidence to respond quickly and decisively to operational emergencies.
- Works within accepted policies and procedures.

### **Communication Skills**

- Strong ability to convey and exchange information to people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing, including presentation.

## **WORKING CONDITIONS**

### **Environment**

- Primarily office, however some outdoor exposure related to site-visits.
- Physically capable of performing the required functions of the position and wearing the applicable personal protective equipment, when necessary.
- Attends Committee and Council meetings to provide advice, guidance, and recommendations with implementation of resulting actions.

### **Control over Work Schedule**

- Required to work 40 hours per week, plus overtime as deemed necessary.
- Required to attend evening meetings.
- Travel may be required to attend meetings or professional development opportunities.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.