**Position Title:** Chief Administrative Officer/ Clerk

**Reporting Relationship:** Reports to Council

**Purpose and Scope:**

* As Chief Administrative Officer – is Council’s lead employee and supervisor of all other staff, including full human resources responsibilities.
* Lead, direct and co-ordinate department heads of the Township in developing, implementing and administering the objectives, policies and programs as established and approved by Council in accordance with all applicable by-laws and regulations.
* Full Planning and Development and Economic Development responsibilities.
* Treasury/Finance roles have been segregated; however, the CAO/Clerk must have sufficient financial acumen to interpret financial reports and be able to account to Council regarding same. CAO/Clerk remains the administrative report for the Treasurer.
* As Clerk – act as corporate secretary to the Township, ensuring the accurate recording, preparation and distribution of the minutes, by-laws and policies of Council. Provide detailed, researched and supported reports to the Council on matters of municipal concern. Perform the duties of CAO and Clerk, as set out in the Municipal Act, the Municipal Elections Act, the Municipal Freedom of Information and Protection of Property Act, the Municipal Elections Act, and other relevant legislation.
* Be Council’s “number one” employee – responsible for all operational and managerial components of the Corporation.
* Ensure the efficient, economical and effective organization and administration of all Departments, Boards and Commissions as determined by the By-laws and policies of the Township and the direction of Council.
* Co-ordinate the development and implementation of both short-term and long-range operating plans and strategies for the Township.
* Direct the preparation and compilation of annual budget estimates of operating and capital revenues and expenditures. Primary responsibility for this is the

Treasurer, however, the Treasurer reports to Council through the CAO.

* Present recommendations to Council relating to departmental operations and keeps Council current with respect to relevant legislation and regulations.
* Organize and supervise the effective and efficient implementation of Council’s policies and programs and ensures corporate compliance with all relevant statutory and regulatory requirements.
* Be responsible for all human resources matters, including: arranging for the employment, discipline, suspension or dismissal of employees, - while recognizing and observing the appropriate procedures specified for those employees covered by a Collective Bargaining Agreement.
* Keep abreast of all departmental operations through staff meetings – giving consideration to co-ordination of activities, recommendations concerning policies, plans, budgets and effective implementation of same.
* Communicate with, and interface with, the Mayor and Council and with the general public on all administrative matters.
* Establish liaisons and positive relationships with the community, including the media, and with other boards and authorities and other orders of government, and acts as spokesperson on behalf of the Township.
* Prepare and provide relevant reports for Council meeting agendas.
* Attend all meetings of Council, maintain appropriate records, including minutes, and act as Council’s liaison with members of the public.
* Together with the Treasurer, advise Council, its committees, and local boards (if applicable) on Federal and Provincial grant structures, i.e. eligibility criteria, cost sharing arrangements and enabling legislation. Together with the Treasurer, discuss with appropriate Ministries and prepare necessary documentation to support grant funding applications.
* Ensure that Council’s decisions are communicated to the public.
* Prepare all required by-laws for submission to Council for approval.
* Undertake records management responsibilities.
* Acts as a resource person to Council by advising members of meeting procedures and their responsibilities as elected members.
* Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
* Perform the duties of the Returning Officer in Municipal Elections in accordance with the requirements of the Municipal Elections Act.
* Prepare reports and minutes, make presentations to Council and its Committees and co-ordinate policy advice to present sound, practical recommendations to Council.
* Ensure the timely preparation and distribution of agendas, reports and background material for Council/Committee members prior to Council/Committee meetings.
* Perform other related duties as assigned by Council.

**WORKING CONDITIONS**

* Normal office hours for Administrative staff are 8:30am to 4:30pm. The CAO hours will vary and will frequently exceed these hours, as duty requires.
* Frequent requirement to work beyond normal office hours, evenings and weekends to attend council meetings, public meetings, seminars and meet deadlines in performance of duties.
* Uneven workflow – subject to constant interruptions.
* Work in full exposure/transparency to members of the public.

**WORKING RELATIONSHIPS**

1. With Mayor and Council
* Provides advice, assistance and guidance as required by statute and by the expectations of Council to support the policy-making process.
1. With Subordinate Staff
* Provides management, leadership, guidance and direction.
* Co-ordinates policy advice and its administration with other department heads.
1. With Public and the Media
* Provides information and advice regarding Township programs, policies and services.
* Always presents Council and the Township in a positive light.
1. With professionals, Provincial Officials, Officials of other orders of Government, including other municipalities:
* Maintains effective communication and co-operation to ensure that the Township’s interests are protected and represented.
* Always represents Council decisions in a positive light.
* Maintains effective information exchange with the public.
* Courteous and co-operative.

**KNOWLEDGE AND SKILL**

* Formal training and a minimum of five (5) years’ relevant experience in municipal administration and finance.
* Management experience and “people skills”
* Organizational skills and analytical ability
* Effective oral and written communication skills
* Judgement, tact, public relations and communications skills
* Good interpersonal skills
* Ability to establish and maintain effective working relationships inside and outside the Township
* Working knowledge of provincial legislation, regulations, and policies that affect local government.
* Understanding of the legal, planning, engineering and auditing processes.

**IMPACT OF ERROR**

* Errors in analysis and judgement could lead to ill-conceived decision-making by Council with possible serious, legal, financial and political consequences.
* Administrative errors could lead to confusion, wasted effort and extremely unfavourable public relations.
* Financial errors could lead to additional expenses, increased taxation and municipal supervision.

**CONTROL**

* Subject to Council policy direction
* Provincial legislation and regulations
* Annual audit process
* Accepted professional management techniques

**APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDOPTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**