



## **JOB DESCRIPTION**

**TITLE:** Chief Administrative Officer/Clerk/Treasurer

**REPORTS TO:** Council

**LOCATION:** Municipal Office

**SUMMARY:** Reporting to Council, the Chief Administrative Officer/Clerk/Treasurer (CAO) is Council's "one employee" and the Township's chief of staff. The CAO leads the Township's Senior Management Team and is ultimately responsible for strategic oversight of all human, physical and financial resources of the Township. The CAO is the Township's administrative and management content expert and provides strategic and operational advice to Council on a full range of matters.

### **MAIN RESPONSIBILITIES** (This is not an exhaustive list)

1. As chief of staff the CAO is the liaison between Council and staff.
2. Acts as the principal policy advisor to Council.
3. Ensures implementation of best practices.
4. Exercises general control and management of the affairs of the Township for the purpose of ensuring its efficient and effective operation.
5. Oversees the development of, and adherence to, the Township's Strategic Plan goals and objectives, and other critical plans and policies, including reporting annually to Council.
6. Oversees all mission critical strategic initiatives such as, but not limited to Service Delivery, Economic Development, Business Attraction and Retention, Planning, Long Range Capital Forecasts, Master Plans etc.

7. Provides executive leadership to the Senior Management Team, two (2) Department Heads and executive support to the Fire Chief.
8. Manages the activities of the Deputy Treasurer and Deputy Clerk.
9. Chairs the Township's Senior Management Team.
10. Oversees the development and reporting on all annual Departmental Work Plans and other planning tools.
11. Oversees the development and recommended changes to comprehensive annual operating and capital budgets.
12. Fulfills the statutory duties of the Treasurer, including the development or monitoring of financial policies, plans, long-range capital forecasts and budgets, maintaining the Township's Asset Management Plan and Policy, Tangible Capital Assets reports, collections, payables, payroll, debt, subsidies, grants, annual financial reporting and coordinates audits, etc.
13. Advises Council on all financial matters.
14. Fulfills the statutory duties of the Clerk pursuant to the *Municipal Act* and other acts, including Council and committee secretariate services, records management, access to information, municipal elections, by-laws, and resolution development, etc.
15. Oversees development of comprehensive corporate business improvement strategies.
16. Reviews and provides "CAO Concurrence" on all staff reports, by-laws and resolutions prior to rising to Council.
17. Ensures timely delivery of all operational and project-based initiatives.
18. Acts as the staff media liason for the Township.
19. Oversees the implementation and maintenance of a Township Succession Plan, Recruitment Policy, and other Human Resources duties.
20. Ensures annual employee performance reviews are completed in a timely manner.
21. Oversees all labour and employee relations matters, including, hiring, firing and discipline.
22. Provides executive advice and support to the Mayor and Council with respect to the roles and responsibilities of the head of council as set out in the *Municipal Act* and Township By-laws.
23. Prepares and presents reports to Council and Township committees.
24. Serves as an active member of the Township's Emergency Management Coordinating Committee.
25. Liaise with other levels of government and agencies.
26. Other duties as assigned.

**DIRECT REPORTS:**

Public Works Superintendent  
Waterworks Superintendent  
Fire Chief  
Deputy Clerk  
Deputy Treasurer  
Interns and administrative seasonal staff

**EDUCATION/EXPERIENCE:**

- 3-year Community College Diploma or University Degree in Business, Administration, Planning, Engineering or related fields.
- Minimum 5 years municipal (or related) progressive experience with at least 2 years in a supervisory capacity.
- The Township may consider a different combination of education and experience where appropriate.

**ADDITIONAL COMPETENCIES/SKILLS:****REQUIRED:**

- Certified Municipal Officer (CMO) or ability to acquire certification within a specified time frame.
- Executive Diploma in Municipal Management (AMCTO) or ability to acquire it within a specified time frame.
- Municipal Accounting & Finance Program ((MAFP) AMCTO) or ability to acquire it within a specified time frame.

**DESIRABLE:**

- Bilingual in both French and English
- Accredited Ontario Municipal Clerk (AOMC)
- Employment Law and Human Resources Program Certificate (AMCTO)
- Chartered Professional Accountant (CPA)

**EFFORT:**

- Handles and/or monitors inquiries or complaints from the public, agencies or council members on behalf of the Township.
- Handles and balances multiple shifting priorities.
- Oversees and coordinates the development of all Township plans, policies and strategic initiatives.

- Requires significant attention to detail while developing budgets, critical strategies, or comprehensive reports.

**IMPACT OF ERROR:**

Errors in management of programs and operations may result in:

- Interruptions in service delivery to the public, embarrassment to the Township, increased costs, and possible liability.
- Failure to ensure safe overall working conditions and community could result in employee or resident injury.
- Budget errors could result in significant increased costs to the Township.
- Improper/inappropriate management of staff may result in lower employee morale and decreased productivity.

**WORKING CONDITIONS:**

A minimum 40 hours per week and regular evening meetings for Council and Committee meetings.

General office conditions. Potentially long and stressful hours.

Stressful problem resolution issues with Council, residents, businesses, contractors and employees.