

MUNICIPALITY OF NORTH MIDDLESEX

CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT:	Administrative Services
REPORTS TO:	Council
HOURS OF WORK:	40 hours/week
POSITIONS SUPERVISED:	Manager of Infrastructure and Operations, Treasurer, Clerk, Fire Chief, Executive Assistant/HR Coordinator, Economic Development and Communications Coordinator

POSITION SUMMARY

Reporting to Council, the Chief Administrative Officer will provide effective advice and support to the Mayor and Council in maintaining the efficient and effective management of the Municipality of North Middlesex. The CAO will provide effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the needs of the Municipality of North Middlesex as per the *Municipal Act*.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Authority from Council, its by-laws, resolutions, management practices, strategic plans and other expressions of corporate resolve. Ensures compliance with all relevant legislation.

Relationship with Mayor and Council

The Chief Administrative Officer's primary responsibility, as set out in section 229 of the *Municipal Act, 2001*, as amended or replaced (hereafter, the "*Municipal Act*") is to implement necessary administrative practices and procedures to carry out the directives of council, as per section 227 of the *Municipal Act*. The Chief Administrative Officer ("CAO") shall perform research and provide information to Council with respect to municipal policy, though the CAO is not the policy-maker. While there is latitude for independent administrative action within the mandate of the Administrator, the CAO will operate under the broad policy guidance of council. Specific tasks that the CAO will perform include but are not limited to:

- Attend all Council and relevant committee meetings.
- Continually provide timely and accurate advice and support to the Council, its Committees and other bodies as assigned, in regards to Municipal operations, administration, policies, by-laws and other activities.
- Ensure the development and organization of the Council and Committee agendas and relevant support materials, educational sessions, and related needs in collaboration with the Clerk and other Managers.
- Implement and monitor compliance with approved policies and procedures affecting the administration and operations of the Municipality, developing recommendations for the Council's consideration related to new policies, existing policy amendments and related tasks.
- Support the Council and participate in the development of strategic, long-term and economic plans for the Municipality, providing strategic assessments of key societal and community trends, senior government policy initiatives, operating environment changes and other impacts that could affect the Municipality as to its services, operations and development on a timely and comprehensive basis.
- Provide written reports to the Council, with presentations as required, on relevant topics and as directed by the Council.

CONTROL OF CORPORATE RESOURCES

Administration and Operations

- Provide leadership and give direction to the day-to-day administration and operations of the Municipality in accordance with the policies and directives of the Council, all appropriate regulatory and statutory requirements and involving interpretational and related supports in applying the *Municipal Act* and other relevant Acts and regulatory requirements.
- Periodically review the Municipality's organization and departmental structure and recommend any changes that would improve the effectiveness and the efficiency of the structure.
- Receive regular reports of activities from all departments and to consolidate these for transmission to the Council directly or through the appropriate committee.
- Lead and coordinate the planning and delivery of all municipal services in collaboration with the Managers and within the Strategic Plan and directional frameworks provided by the Council.
- Ensure maximum efficiency in the use of all Municipal resources and undertake ongoing evaluations of operational procedures and practices, and Municipal services effectiveness, relevancy and expected outcomes, based on annual performance measures and objectives.
- Develop and continually monitor for achievement a positive customer services delivery model for all of the Municipality's services and operations.

- Regularly monitor and ensure the implementation and compliance with all human resource, financial, purchasing, safety, development, planning and other policies and procedures of the Municipality directly and/or through the Managers and staff.
- Appoint a designate when the incumbent is absent for vacation or other leaves, or as necessary to fulfill the CAO role at various forums, committees and meetings, when unable to attend.
- Undertake other duties as assigned by the Council within the context of the Chief Administrative Officer's position and role.

Functional Areas:

- Involvement in the human resources function of the Municipality, including leading labour contract negotiations; and human resources policy development and implementation, municipal compensation programs administration, completing performance appraisals of the Managers, succession planning, training and development, performance improvements and disciplinary requirements; and other related tasks.
- Work with staff, particularly with the Municipal Treasurer, in developing the strategic parameters for the annual budget's preparation, and ensure appropriate budget preparation, presentation and the active monitoring and reporting of financial performance based on policy requirements or the Council's direction.
- Involvement in strategic economic development initiatives, involving economic planning, integration with County initiatives, business development and retention plans and negotiations.
- Direct responsibility for all dimensions of Community Emergency Measures planning, implementation and evaluation requirements.
- Act as the principal media contact person for staff in regards to press releases, public announcements and general public information, ensuring an effective working relationship between the media in and around the Municipality. Coordinate all legal, property and contractual matters involving the Municipality and amongst the Managers.
- Identify directly or through staff and others, opportunities for key liaisons, partnerships, collaborations and joint initiatives that could bring benefit to or are required by the Municipality, providing the Council appropriate information and alternatives for their consideration and approval.
- Represent the Municipality on appropriate planning, development, organizational, operational and related bodies, task forces and committees as assigned by the Council, including regular liaison with the County of Middlesex and the Province of Ontario.

CORPORATE SERVICES

- Responsible for the oversight of the Information Technology (IT) services, ensuring it is meeting the needs of the Municipality.
- Responsible for the effective planning, administration, management and operation of the Administrative Services Department, including Service Ontario, to meet the objectives established by Council.
- Develop administrative procedures to assure effective and efficient operations.
- Work in compliance with, and ensure staff is knowledgeable of and in compliance with, the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.

PREFERRED QUALIFICATIONS:

Education and Experience

- A university degree in Business, Public Administration or a relevant discipline, together with a minimum of five (5) years of experience working in a municipal government environment, or equivalent private-sector experience.

Knowledge, Skills and Abilities

- Strong knowledge and understanding of legislation and policy as they relate to municipal government, including knowledge of the *Municipal Act* and *Planning Act*.
- Strong interpersonal skills that inspire commitment, collaboration and teamwork.
- Excellent leadership, administrative, interpersonal, and analytical skills.
- Excellent oral and written communication skills, including superior report writing, presentation skills, and negotiating skills.
- 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.
- Strategic and innovative thinker with a proven ability to champion and successfully implement change.
- Trustworthy leader who demonstrates openness, trust, ethics and integrity.
- Demonstrates a commitment to the empowerment, development and mentoring of staff.
- Demonstrated municipal financial, human resources and administration experience.

CONDITIONS OF EMPLOYMENT

Physical demand requires significant computer work concentration and sitting in meetings. Normal hours of work are 40 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

All North Middlesex employees are required to be fully vaccinated as a condition of employment in accordance with the Municipality's COVID-19 Vaccination Administrative Policy.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.