

**Municipal District of Peace No.135  
Position Descriptions – June 2020**

**JOB TITLE:** Chief Administrative Officer

**STATUS:** Permanent Full-Time

**REPORTS TO:** Council

**DEPARTMENT:** Administration

**FUNCTION:** To oversee the overall administration of the MD, including the implementation and delivery of programs and services that are approved by Council and to ensure that these programs and services are delivered to all residents and ratepayers in a manner that makes efficient and effective use of the human, financial and physical resources of the Municipality. The CAO performs all duties and exercises the powers and functions assigned by all applicable legislation or as directed by Council.

## **RESPONSIBILITIES AND DUTIES**

### **Administration**

- Organize the agendas for all municipal meetings and public hearings and ensure that agenda packages are provided to each member of Council prior to each meeting or hearing in a timely manner.
- Prepare the bylaws, and when appropriate, the resolutions, for Council meetings and attend all regular, special and committee meetings.
- Review and ensure that the council meeting minutes are circulated in a timely manner.
- Ensure all required bylaws are up to date and signed, and resolutions are followed and readily available for public review.
- Ensure all the records of the Municipality are retained in accordance with the requirements of the legislation.
- Complete all documents, agreements or contracts approved by Council. Prepare correspondence resulting from decisions of Council, and delegate tasks as appropriate.
- Act as Director of Emergency Management.
- Assist the Development Officer as necessary and oversee the processing of development permit applications, ensuring that the Land Use Bylaw and Municipal Development Plan are adhered to.
- Assist the Development Officer with processing Land Use Bylaw amendment applications in accordance with the *Municipal Government Act*.
- Perform any other duties as may be required by Council.

### **Policies, Programs and Service Delivery**

- Monitor, evaluate and recommend changes to municipal policies and programs on an on-going basis, to ensure ongoing relevancy and effectiveness.
- Recommend to Council new initiatives, changes to programs/services or changes to the organizational structure that will improve efficiency or service delivery.
- Answer all public requests, inquiries and/or complaints, ensuring a high standard of service to ratepayers and citizens.
- Responsible for the overall administration of the Municipality in accordance with plans, policies, procedures, programs, bylaws and regulations established by elected officials and by various provincial statutes.

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- Develop and promote a strong working relationship with Council, understanding and respecting the specific role distinction of Council and Management.
- Liaise with other local, Provincial and Federal governments when required.
- Consider professional development opportunities by enrolling in or attending courses, seminars or workshops that will enable or enhance the CAO's ability to fulfill the work related responsibilities and duties.

**Financial Management**

- Prepare and present options for the annual financial plan for Council's consideration, including the annual operating and capital budgets, as well as the three year operating plan and the five-year capital plan.
- Monitor the financial plan, including the preparation of monthly financial reports and annual financial statement and cash flow projections as required.
- Provide Council with up to date financial information on a regular and timely basis, identifying any exceptions, and as necessary, options to manage exceptions.
- Ensure that accurate records and books are kept of all the financial affairs of the Municipality, i.e. payables, receivables, tax collections, payroll, monthly bank reconciliations, tangible capital assets and investments.
- Provide efficient and cost-effective procurement of goods and services required by the Municipality.
- Ensure that all municipal expenditures receive necessary approval before payment is issued.
- Ensure that appropriate grant applications are completed in a timely manner as requested by Council.
- Provide the Province with financial information and reports as required by legislation, grants, agreements, or as requested.
- Hire and manage the Municipality's auditors to ensure completion of the annual financial audit.
- Oversee the municipal taxation process, including the collection of taxes and management of overdue accounts, and the sale of properties in arrears of taxes and in accordance with the tax sale process established in the *Municipal Government Act*.

**Human Resource Management**

- Responsible for managing all municipal employees, including the appointment, training, evaluation, promotion, transfer or dismissal of employees.
- Annually monitor compliance with updated procedures manuals and job descriptions of all Municipal staff.
- Complete performance appraisals on staff directly reporting to the CAO and ensure that performance appraisals are conducted for all staff on an annual basis.

**Qualifications**

- A college diploma or university degree in public administration or a related field or successful senior management experience in local government.
- Valid Driver's License.