



# CHIEF ADMINISTRATIVE OFFICER – JOB ADVERTISEMENT

## POSITION OVERVIEW

The Town of Alberton is seeking a qualified individual to fill the position of Chief Administration Officer (CAO). The position of CAO is a highly responsible administrative position managing the various operations of the Municipality, supervising all Municipality staff, and assuming overall responsibility for the effective management of the affairs of the Municipality. The CAO provides highly effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the unique qualities and needs of the Town of Alberton. As the most senior leader of the organization, the CAO provides forward thinking leadership, technical, and managerial expertise to guide the Municipality in delivering the programs and services as identified by Council. The work is performed with a wide latitude for independent judgment and action under the overall direction of the Council.

*Note: This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent.*

*The confidentiality of Municipality affairs shall be respected and practiced at all times.*

## THE CAO REPORTS DIRECTLY TO ALBERTON TOWN COUNCIL

The CAO:

- Is the direct liaison to Council for all Municipal departments, staff, and projects;
- Works closely with the Municipal staff to ensure a commitment to a high level of public service in delivery of the goals and priorities as set by Council;
- Develops and fosters close working relations with various external government agencies, developers, consultants, and associated professional groups;
- Deals with the public with integrity and in a professional and courteous manner;
- As the most senior staff member for the Municipality, sets the priorities for all Municipal departments providing the strategic framework to assist the Municipality in meeting the goals of Council; and
- Acts as a positive role model for all employees throughout the Municipality in provision of excellent service to the Municipality's citizens.

## PRIMARY FUNCTIONS AND ACCOUNTABILITIES

- Provide leadership and accountability in achieving the goals and objectives of Council;
- Ensure that there is a proactive and shared customer focus to effectively communicate and address Council's policies;
- Coordinate, direct, and supervise the implementation of the strategic plans, policies, and programs of Council;
- Ensure that all resolutions of the Municipality are complied with;
- Ensure that all minutes of Council are recorded and prepared for approval at the next regular meeting of Council;



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- Ensure all names of Council members present at Council and Council Committee meetings are recorded;
- Act as the Chief Advisor to Council and to provide such information and reports as are required to make effective policy decisions or as required by Council;
- Advise and inform Council on the operation and affairs of the Municipality;
- Assume full control and direction of all employees of the Municipality, subject to any Municipal policies;
- Attend all meetings of Council as required by the Municipal Government Act;
- Advise and inform Council on the responsibilities and administration of any Municipal Bylaws, the Municipal Government Act, and other relevant Acts;
- Advise and notify Council if any action or inaction by Council or the Municipality is contrary to a bylaw or resolution of Council or a provision of the Municipal Government Act or another Act;
- Act as Ex Officio member of all Committees created by Council;
- Ensure the effective and economical operation of all Departments;
- Provide effective supervision of all Department Managers through counselled leadership;
- Prepare the Municipality's annual operating and capital budgets for presentation to the Finance Committee and Council;
- Stay informed and abreast of any federal, provincial, and local funding programs, grants, etc.;
- Prepare project proposals and funding applications for submission to various potential funding partners;
- Maintain positive public relations in dealing with the citizens at large respecting inquiries and complaints and in the general conduct of Municipality business;
- Maintain positive public relations in dealing with the media and respond to inquiries through the preparation of press releases and oral interviews and assist and advise Council on media affairs;
- Lead special initiatives as instructed by Council;
- Perform work with a wide latitude for independent judgement and action under the overall direction of Council;
- Ensure one or more accounts in the name of the Municipality are opened in a chartered bank or other financial institution approved by the Council and that money of the Municipality is collected, received, and deposited in the accounts;
- Ensure the funds of the Municipality are disbursed only in a manner and to the persons as directed by law or by the bylaws or resolutions of Council;
- Ensure a complete and accurate account of assets and liabilities and all transactions affecting the financial position of the Municipality is maintained in accordance with the Canadian accounting standards for the public sector, as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada;
- Ensure the financial statements and information that the Council may request are provided to the Council;
- Ensure an audited financial statement is completed and provided to Council in accordance with Part 6 of the Municipal Governments Act;



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- Complete other various accounting tasks such as:
  - Administer Municipal taxes and fees;
  - Prepare annual budgets for operating and capital expenditures;
  - Monitor and report on Municipal finances;
  - Ensure accurate financial records are kept;
  - Undertake a yearly audit of the Municipality's finances;
  - Complete other accounting tasks as assigned by Council, the Municipal Governments Act, and other relevant Acts.
- Exercise such other duties, responsibilities, and functions as may be assigned from time to time by Council, the Municipal Government Act, or other Acts.

### REQUIRED COMPETENCIES

The CAO is expected to possess the following competencies:

- Knowledge of the principles, practices, and techniques of public administration as related to municipal operations and affairs, including the basic principles of organization and budget preparation;
- Political acumen and the ability to take direction from Council;
- Respect for, and the understanding of, the partnership between administrative staff and Council;
- Strong organizational and conflict-resolution skills;
- Demonstrated knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills;
- Knowledge of, and a demonstrated ability to interpret municipal bylaws, provincial acts, and relevant federal legislation;
- Ability to effectively communicate with strong writing, presentation, oral, and listening skills that promote understanding and clarity in a respectful manner;
- Strong analytical and critical thinking skills, the ability to analyze a variety of administrative problems, to make recommendations as to their solution, and to prepare working procedures;
- Strong leadership skills, demonstrated ability to build effective teams and to delegate authority to subordinates;
- Ability to develop and maintain effective working relationships with municipals officials, employees, government officials, community groups, organizations, and the general public;
- Knowledge and understanding of labour relations principles and related legal requirements;
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities.

### EDUCATION AND EXPERIENCE

#### Minimum Qualifications

- An undergraduate degree from a recognized university, preferably in Public Administration, Land Use Planning, Engineering, Business Administration, or a related field;
- A minimum of five (5) years of management or supervisory experiences;
- Considerable experience involved in the administration of major programs or projects;



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- Demonstrated computer proficiency and knowledge in the use of Microsoft Word;
- An equivalent combination of education and experience may be considered.

### Other Qualifications

- Experience working in municipal government in a senior leadership role is considered an asset;
- Experience in Sage Accounting is considered an asset.

## HOURS OF WORK & COMPENSATION

### Hours

The successful applicant will be required to work an average of 35 hours per week, maintaining office hours of 8:30am to 4:30pm, Monday to Friday. Additionally, the successful applicant will be required to work some evenings and weekends as necessary.

### Compensation

The salary range for this position is \$45,000 - \$50,000 per annum.

## TERM

This position is for a one year term with the possibility of becoming a permanent position. The permanence of this position is dependant upon the successful applicant's performance and conduct within the one year term.

## HOW TO APPLY

Please submit all application materials, cover letter and resume, via email to [careers@townofalberton.ca](mailto:careers@townofalberton.ca)

If you are unable to submit your application materials via email, you may drop off your application materials at the Alberton Rural Action Centre, 455 Main Street, Alberton, PE, C0B 1B0 to the care of the Human Resources Specialist.

### Closing Date

All applications must be submitted prior to **4:00pm** on **October 14, 2019**. Applications submitted after the deadline will not be considered.

Please note only applicants who can legally work in Canada will be considered for this position.

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.