

## **POSITION DESCRIPTION**

**POSITION: TOWN CHIEF ADMINISTRATIVE OFFICER**

**INCUMBENT:**

**ORGANIZATION: TOWN OF \_\_\_\_\_**

**DIVISION: ADMINISTRATION**

**LOCATION: \_\_\_\_\_, Newfoundland**

**DATE: \_\_\_\_\_**

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### **GENERAL ACCOUNTABILITY**

This position is accountable for the planning, organization, coordination, control and direction of the total affairs of the town in accordance with policies and guidelines determined by Council under the provisions of the Municipalities Act.

### **STRUCTURE**

This position is the sole administrative position reporting directly to Council.

There are seven (7) positions reporting directly to this position, the duties and responsibilities of which are as follows:

Town Clerk: This position is accountable for the provision of services to the council as corporate Secretary, as well as, the financial and accounting services and controls. Also assumes duties as assigned by the CAO.

Town Engineer: This position is accountable for the control and direction of engineering programs and services. Position provides the direct and indirect supervision of personnel.

Director of Public Works: This position is accountable for the provision of public works activities in the town. Position provides supervisory duties for outside staff, as well as technical advice to the town.

Director of Recreation: This position is accountable for the development and coordination of all recreation programs and facilities in the town.

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Fire Chief: This position is accountable for the coordination and supervision of the volunteer fire department and all related activities.

Economic Development Officer: This position is accountable for the coordination of economic development activities in the town.

Planning and Development Officer: This position is accountable for the provision of planning and development activities in the town.

Each of these six core positions may have staff (full time, part time, or volunteer) that report to them.

## **NATURE AND SCOPE**

The Administrative arm of Council is responsible for ensuring that all the policies, plans, regulations, direction, control and activities of the town are carried out and for submitting to council proposals, recommendations and plans, including long range plans, for the efficient and orderly running and development of the town. In addition, it must provide an enforcement and regulatory service, and up to date, accurate and comprehensive financial accounting of the towns assets and liabilities as well as a comprehensive engineering, planning, public works, recreation , emergency measures and fire protection program which will satisfy the goals and objectives of council.

The CAO is responsible for the planning, organization, direction, and control of all town functions as follows:

### **Financial/ Human Resources/ Administration:**

The CAO is responsible for the planning, organizing, controlling, and directing the town's financial program including the development of policy, programs and support services to meet the town's financial needs. Included is the statistical and financial analysis, budgets, investments, reports and financial statements as well as for ensuring proper accounting procedures and internal controls. Also responsible for managing the receipt of monies, proper maintenance of records and accounts, and the requirement to answer enquiries from the public and businesses regarding their accounts and the financial policies of the town.

The CAO is responsible for the negotiation and administration of collective agreements in a unionized workplace.

### **Engineering/Planning/Public Works:**

The CAO is responsible for ensuring that all the technical and engineering requirements of the operation and development of the town are supplied and adhered to including engineering, public works requirements (waste management, roads, water, etc), zoning and planning regulations, safety, building regulations and standards or any other regulatory matters such as animal control. Administering all capital works projects and liaising with consulting engineers and contractors are included as well.

**Recreation:**

The CAO is responsible for the planning, organization, efficient management, and operation of a comprehensive all season recreation program for the town. Also responsible for the efficient management, operation, and maintenance of all municipal recreation facilities.

**Emergency Measures and Fire Protection:**

The CAO is responsible for the planning, organization, training, and operation of a fire department and an emergency measures program. The CAO functions as the emergency centre manager in the event of an emergency.

**Economic Development:**

The CAO is responsible to promote economic development and tourism within the town by developing economic development plans and initiatives, identifying potential economic development opportunities and promotion of development, functioning as administrative and economic development liaison with local businesses, other municipalities, local and national organization, federal government departments and agencies, provincial government departments and any other organization involved in economic development, and advising council on all matters related to economic development and tourism. Economic development may include; manufacturing, industrial development (including oil and gas), tourism, agriculture, information technology, etc.

**FREEDOM TO ACT/PROBLEM SOLVING**

The CAO reports directly to council. The degree of complexity however it considerable as it requires the interpretation and implementation of various pieces of legislation and internal policy guidelines (which are shaped by the CAO and adopted by Council). There is a significant amount of independence and autonomy and to be effective requires initiative on part of the incumbent.

Financially the CAO can approve all budgeted expenditures and up to \$1,000 in unbudgeted expenditures, however, in emergency situations the unapproved expenditure is unlimited.

**MAJOR CHALLENGES**

Some of the major challenges encountered in carrying out the duties of CAO include:

- Dealing with council as the buffer between staff and the guiding body
- Dealing with the public while administering the policies of Council
- Operating in a dynamic environment characterized by multiple complex issues in a variety of unrelated areas.

## **CONTACTS**

The CAO has contact with many groups including:

### **Internal**

Staff, committees, councilors, stakeholders

### **External**

Provincial Government (such as MAPA, WT, Environment, DITRD, Fisheries, and MHA)

Federal Government (such as DFO, ACOA, CCRA, Environment, and MP)

Suppliers/providers of goods

Insurance companies

Engineering firms

Legal firms

Business community

Public

Community stakeholders (such as Chamber of Commerce, Rotary, Church groups, etc.)

Contacts are made to advise, guide, explain and defend decisions, resolve disputes, motivate, negotiate and persuade.

## **COMMITTEES**

### **Internal**

Administration and Finance

Public Works

Economic Development

Recreation (also external)

Emergency Measures

OHS

Human Resources

### **External**

Environment/Beautification

Heritage

Special Committees (Municipal Days, Special Events, Other)

## **DIMENSIONS**

Total Staff Supervised:

Total Number of staff:

Financial Resources:

1. Total Budget :
2. Operating Budget ( total budget - debt):
3. Special Project Budget (please specify):

Material Resources: (equipment, km of road, swimming pool, stadium, ski hill, soccer pitch, playgrounds, parks, km walking trails, wetlands, ballfields, curling rinks, library, tennis courts, golf course, sewer treatment plant, full water treatment plant, etc.)

Population:

Number of businesses:

Number of households:

Number of building permits:

Number of housing starts:

## **SPECIFIC ACCOUNTABILITIES**

1. Ensures the orderly and efficient operation of the Administration of the Town by effective and progressive supervision, both direct and indirect, of the employees of the Town including the administration of Collective Agreements.
2. Ensures high levels of staff competence and efficiency through the use of effective and progressive evaluatory procedures coupled with the use of appropriate training and retraining procedures.
3. Provides advise to Council, as required, with regard to property, facilities, services, organization, regulations, by-laws and contracts by means of clear concise proposals regarding construction, development, expansion and the establishment of new policies and guidelines as well as the implementation of new policies on wage and working conditions.
4. Promotes the town's short and long term economic plans, activities, initiatives and developments through the planning and development of strategies to target growth, expansion and development; preparation and/or overseeing the preparation of marketing and promotion literature, brochures and other materials; attendance and delivery of presentations at trade shows, conferences, seminars, meetings, and workshops; development and maintenance of liaison and strong partnership with the business community, federal and provincial government and other agencies involved in economic development; and to actively seek business opportunities by negotiating and providing information and assistance to persons/businesses wishing to establish and/or expand existing businesses.

5. Provides reliable information on all Council-directed activities through the provision of timely, well researched reports and papers including budget estimates and analysis.
6. Provides timely monitoring and regulatory services through personal involvement and/or the direction of others by maintaining current knowledge regarding all contracts with Council, permits, franchises, privileges and agreements and enforcing the terms of each referring the matter to Council if such administrative action does not have the desired effect.
7. Provides effective liaison with the appropriate Government Departments, other Councils, municipal organizations, those doing business with Council, the media and the general public by the use of diplomacy, tact, and excellent communication and interpersonal skills.
8. Maintains a high level of personal competence through the maintenance of knowledge of municipal administration, management principles and labour relations by personal study, maintenance of current information resources and consultation with those who have expertise in various given fields appropriate to the responsibilities of the position.
9. Ensures high levels of communication and rapport between Council and the citizens by making use of the significant knowledge levels attained and the use of effective communication and interpersonal skills.
10. Participates in the selection and/or promotion procedures for all staff by reviewing and/or assessing all applications for employment and interviewing, assessing and/or approving, as the case may be, all applicants chosen for further consideration and/or appointment.
11. Participates in the provision of discipline or termination for cause, as required, of any subordinate employee of Council by direct involvement in the disciplinary process including dismissal or the effective recommendation thereof.
12. Ensures the maximum effectiveness and efficiency of the Town by performing such other functions as may be appropriate and which the incumbent is qualified to perform.

### **WORKING CONDITIONS**

The working conditions are typically favourable and in an office setting. There are occasions when the CAO is required to work in cold and poor weather to inspect problem areas or events.

**EDUCATION AND TRAINING REQUIRED**

University Degree with concentration in Business Administration or Commerce, supplemented by advanced course work in accounting, finance, municipal management, and general management. Three (3) to five (5) years of related experience including supervisory experience.

**APPROVAL INCUMBENT - INCUMBENT AND SUPERVISOR**

**ACKNOWLEDGED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(incumbent)

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Council)