

## MUNICIPALITY OF THE COUNTY OF CUMBERLAND

### Position Description

## Chief Administrative Officer

### Overview

The Chief Administrative Officer (CAO) is the senior management position and head of the administrative branch of the Municipality of the County of Cumberland. This position is accountable to the council for the proper administration of the affairs of the Municipality in accordance with the by-laws of the Municipality and the policies adopted by Council.

The CAO is responsible for the overall efficient and effective operation of the Municipality's administration and is responsible for motivating and developing the skills of directors, department staff, and all staff to foster productivity, professionalism, and high morale.

This position supervises the Director of Finance, Director of Community Development, Director of Engineering & Operations, Communications & Executive Assistant, Municipal Clerk & Records Manager, Manager of Organizational Development & Innovation, and the Cumberland Energy Authority Executive Director.

### Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life, and work experiences and in our relationships. The core competencies required by this position include:

- Customer Service
- Analytical Thinking
- Innovation
- Leading & Developing Others
- Teamwork
- Working Strategically
- Communication

## **Key Outcomes and Responsibilities**

The following is a general outline of duties and responsibilities of the CAO and is not intended to be all-inclusive or to limit the Council to expand the functions or to assign additional responsibilities.

### **Ensure the Effective Utilization of the Municipality's Human, Financial, and Physical Resources**

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- Follow the responsibilities of Chief Administrative Officer as outlined in the *Municipal Government Act* and the Municipality's *Chief Administrative Officer Policy*;
- Act as a liaison between Council and staff;
- Monitor purchasing and tendering procedures to ensure that policies of Council are followed;
- Provide a positive model for staff which fosters an atmosphere of respect through appropriate delegation and guidance to create a secure work environment leading to high morale and a desire to excel;
- Ensure that roles and responsibilities of staff are clearly documented and understood, that every position has the capacity to complete responsibilities, that projects and priorities are mutually agreed, and that staff are held accountable to complete responsibilities on a timely basis.
- Ensure that the Municipality has a well-developed, comprehensive, and relevant training and development program for all staff. The CAO is to participate in relevant training, mentoring and development programs and maintain a relevant knowledge base and skill set and maintain membership in the Association of Municipal Administrators (AMA);
- Ensure that all staff are knowledgeable of the workplace safety culture and practice workplace safety. Workplace health and safety training will be supported and implemented by the CAO;
- Conduct annual performance reviews of all positions that report to the CAO;
- Establish departments of the municipal administration, operations, and services;

- Report to Council the appointment, suspension, or removal of all employees of the Municipality, with power to further delegate this authority;
- Coordinate the preparation of operating and capital budgets and business plans consistent with the directions provided by Council and requirements of the Province of Nova Scotia.
- Determine the salaries, wages, and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system, and adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person;
- Make or authorize expenditures, and enter into contracts on behalf of the Municipality, for anything required for the Municipality where the amount of the expenditure is budgeted or within the amount determined by the Council by policy. The CAO may delegate this authority to employees of the Municipality;
- Sell personal property belonging to the Municipality that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the Municipality, and may delegate this authority to employees of the Municipality.
- Negotiate and execute leases of real property owned by the Municipality that are for a term not exceeding one year, including renewals, personally, or by an agent;
- Authorize, in the name of the Municipality, the commencement or defense of a legal action or proceedings before a court, board, or tribunal, including reporting the commencement of the legal action, defense or proceeding to the Council at the next meeting and may, if Council so provides by policy, delegate this authority to employees of the Municipality. The CAO is also responsible for settling a legal action or proceeding in accordance with policy;
- Monitor the delivery of municipal services through the Directors to ensure that Council's budget (and business) plans are followed;
- Monitor and provide recommendations in relation to attaining Council's goals around economic development; and
- Monitor the status and general availability and eligibility of the Municipality for Federal and Provincial programs and grants.

## **Ensure that Council's Initiatives and Policies are Executed and Implemented in a Timely Manner**

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- Establish procedures to carry out the directions of Council and monitor progress to ensure Council's directions are carried out in a timely manner;
- Meet with Directors collectively on a regular basis to review the policy directions of Council and assign responsibility for implementation and execution;
- Develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Council;
- Monitor the implementation and execution of all Council policies by the responsible departments as expressed through Council's strategic plan, by-laws, policies, resolutions, and protocols;
- Establish a clear and regular reporting system and format to keep Council aware of issues, progress on initiatives, and other opportunities Council may wish to explore;
- Provide periodic reports to Council on the status of programs, initiatives, and the financial condition of the Municipality;
- Work with Council and staff to develop and maintain a positive working relationship with members of the public, volunteers, community organizations, the private sector, other municipal units, and other levels of government; and
- Ensure that all municipal by-laws are enforced.

## **Advise Council in the Development of Public Policy**

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- Maintain a thorough knowledge of the *Municipal Government Act*, municipal government structure, and any Acts, regulations and policies that affect the policy decisions of Council;
- Provide direction, in consultation with the Mayor in the preparation of agendas for Council meetings;
- Provide advice to the Mayor and Council on agenda items during Council meetings;

- Ensure that Council receives staff reports on agenda items that provide a background, technical analysis, financial implications, alternatives, and recommendations sufficient for Council to make an informed decision;
- Subject to Council's policies, ensure that sound public relations are maintained by communicating information on the actions and decisions of Council to the general public through the media and other methods of communication;
- Coordinate the prompt and proper handling of all requests, enquiries, and complaints by the public; and
- Discharge such other duties as Council may assign from time to time by resolution, provided they are not in conflict with the *Municipal Government Act* or any other Statute of the Provincial Legislature.

### **Qualifications**

A university degree plus a post graduate degree or designation in a discipline, which includes public administration and finance.

At least five years' experience in a position with responsibilities at a progressive senior management level and experience in economic development and negotiations, strategic team-based leadership, financial management, continuous improvement that demonstrate expertise in the organizational functions of financial, personnel, administration, communication, and operations management.

### **Terms and Conditions of Employment**

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience, and demonstrated ability to perform the responsibilities of this position.