



## Chief Administrative Officer

Posting Date: January 15, 2019 to February 15, 2019  
Work Location: Municipal Office, Odessa, ON  
Reports to: Township Council  
Salary: \$132,120 - \$152,300  
(determined based on experience/education)  
Posting No.: LT-03-2019 Chief Administrative Officer

Reporting directly to Council, the Chief Administrative Officer (CAO) will be responsible for the efficient and effective administration of all departments, personnel and resources of Loyalist Township.

The CAO is an integral advisor to Mayor and Council, supporting the development and implementation of strategic objectives, in the interest of a sustainable community. The CAO builds strong working relationships with stakeholders and provides mentorship and guidance to staff, by fostering a culture of municipal excellence.

Qualified candidates will possess a combination of significant experience and relevant education, normally achieved through post-secondary studies in municipally relevant fields. Candidates should also possess experience in economic and community development, strategic operational planning, as well as a successful record of accomplishment in achieving administrative, financial and customer service excellence. Strong interpersonal, communication, and engagement skills, combined with a solid understanding of municipal operations, are a necessity for this position.

A detailed job description is available on the Township's website at [www.loyalist.ca](http://www.loyalist.ca).

Qualified candidates are invited to submit a cover letter and detailed resume by 4:00 p.m., February 15, 2019, to [jobs@loyalist.ca](mailto:jobs@loyalist.ca). Please quote competition number **LT-03-2019**.

*Loyalist Township wishes to thank all candidates for their interest, however, only those being selected for an interview will be contacted. Upon advertisement, the Township will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout the hiring process. The information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of candidate selection.*



**LOYALIST TOWNSHIP**  
**JOB DESCRIPTION**

**POSITION TITLE:** CHIEF ADMINISTRATIVE OFFICER

**IMMEDIATE SUPERVISORS:** Mayor and Council

**POSITION SUMMARY:**

The Chief Administrative Officer provides effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the unique needs of Loyalist Township. In doing so the Chief Administrative Officer is accountable for and will provide effective leadership to the management and staff of the Municipality and will ensure that continued opportunities exist for public participation on civic issues.

**MINIMUM QUALIFICATIONS:**

- University degree in Public or Business Administration. An equivalent mix of education and experience will also be considered.
- Substantial mental effort is required. Must be able to work in an environment with numerous interruptions and conflicts.
- At least 10 years' experience in a senior management role, preferably in a unionized municipal setting.

**Specific Skills, Abilities and Knowledge:**

- Demonstrated leadership experience working with Council and overseeing a team of senior managers and professionals;
- Experience in economic and community development;
- Proven record of accomplishment in achieving administrative, financial and strategic planning excellence;
- Excellent facilitation, mediation and negotiations skills are required;
- Commitment to delivering exceptional service and best practices in public administration;
- High degree of professionalism and integrity, coupled with flexibility, tact, courtesy, and effective communication skills (written, verbal, presentation and listening);
- Proven skills in the development of public policy and bylaws;
- Thorough working knowledge of relevant legislation/regulations and contemporary issues;
- Well organized, with the ability to manage many different priorities and projects;

- Ability to develop credibility and effective working relationships with all levels of employees and external stakeholders;
- Ability to develop and maintain an engaged workforce, through effective employee and labour relations;
- Knowledge of municipal legislation and relevant Provincial and Federal statutes;
- Computer literacy and knowledge of technology and its uses/opportunities in a municipal environment;
- Class “G” Driver’s license, in good standing and reliable vehicle to use on corporate business;
- Availability to attend evening and/or weekend meetings or other events, as required.

### **DUTIES AND RESPONSIBILITIES:**

#### **Overarching responsibilities:**

Oversees and coordinates the day-to-day administration of the Township, through its Department Heads. Oversees and monitors the sound fiscal management and legislative compliance of the Corporation. Supports Economic Development activities and promotes Loyalist Township as a preferred place to locate. Champions the corporate vision/mission and programs/policies of Council.

#### **Strategic:**

Supports the Mayor and Council in the formulation, review or updating of the Township strategic plan.

Reviews the methods of transacting Township business and makes recommendations of ways to increase the efficiency of systems, while improving service delivery. Co-ordinate and direct the preparation of reports, plans and programs for Council’s consideration, for the development and improvement of Township services, property and facilities.

Chairs, convenes and conducts meetings of the Management Committee and other appropriate employees, as required, to facilitate development of policy, education and development of staff.

#### **Advice and Support to Council:**

Interpret and follow through all decisions of Council for the purpose of assuring that the policies determined by Council are properly implemented and monitored. Supports the Mayor and Council in the determination of policy, by providing advice, counsel and presentation of information from staff recommendations, community groups and citizens.

Performs the duties and exercise the powers which, from time to time, may lawfully be assigned by Council. Co-ordinate and broadly supervise the implementation of all programs approved by Council. Present to Council, recommendations arising from all departmental operations.

Attends Council and appropriate committee meetings (both open and closed sessions).

### **Financial and Human Resources Management:**

Exercises general financial control over all departments of the Township, in terms of approved budget appropriations. Administers all approved employment policies and by-laws, and in general, be responsible for wage and salary administration, subject to normal grievance procedures. Fosters a strong workplace culture with positive morale and a high degree of employee engagement. Participates in, or directs, labour/employee relations processes, including collective bargaining, the grievance and arbitration processes, new/revised policy directions.

Ensures that all liability, errors and omissions, real property is in place and all possessions owned by the Township are adequately insured. Participates in the negotiations for the purchase, acquisition or sale of real property, on behalf of the Township, provided the final authority for making and accepting offers shall rest with Council.

### **Public Relations:**

Exercise strong public engagement and customer service skills. Shall attend to the interests of the Township on intergovernmental issues at the administrative level and develop effective relationships with external agencies. Stays current with the activities of local Boards/Agencies and service partners of the Township. Responds to inquiries from the media. Monitors and follows up on complaints received, directing/taking corrective action, where necessary.

### **General:**

Acts as Clerk (when delegated) in relation to all Statutory Duties and requirements and execution of documents, in the absence of the Clerk, or as directed by Council.

Reports on the performance and oversight of municipal drinking water systems owned by the municipality and makes recommendations to Council, to ensure resources are in place to provide a supply of safe and reliable drinking water, in accordance with the Safe Drinking Water Act and supports the improvement of Quality Management System, as required.

Protects own health and the health of others by adopting safe work practices and reporting unsafe conditions, immediately. Follows all guidelines for employees and employers, as legislated under the Ontario Occupational Health & Safety Act.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted, as a complete, inclusive description. Loyalist Township reserves the right to amend this position description at any time, provided that such changes do not represent a substantive change in the purpose or essential nature of the position.