



CITY OF ORILLIA CHIEF ADMINISTRATIVE OFFICER

ABOUT ORILLIA

With a population of approximately 34,000, Orillia is a sustainable, progressive and creative city that leverages its core strengths: a lively and historic downtown, exciting growth, and vibrant waterfronts along two lakes. Orillia is located one hour north of the GTA and offers affordable living alongside major employers like Hydro One, Lakehead University, Georgian College, Orillia Soldiers' Memorial Hospital, and the Ontario Provincial Police General Headquarters. Orillia offers an excellent quality of life with four-season recreation and cultural opportunities for every age, including an impressive parks and trail system, festivals, galleries, music and live theatre. Located in the heart of Lake Country, Orillia is a great place to live, work and explore.

POSITION OVERVIEW

JOB SUMMARY

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for providing vision and leadership to the City through planning, organizing and directing the operation of all municipal services in accordance with legislation, by-laws and policies established by Council. The CAO serves as the organization's representative to the community and community organizations, media, other levels of government, and professional associations. The CAO advises Council and recommends actions to address current and emerging issues and trends to ensure that Council policies and programs result in the attainment of Council's vision and mission. The CAO carries out the duties prescribed in the Municipal Act.

KEY RESPONSIBILITIES

- Provide Council with the necessary data and effective processes to set long-range policy direction for the City. Ensure Council is kept apprised of City finances and administrative activities and develop recommendations regarding such activities for Council's consideration. Ensure Council decisions are implemented.
- Responsible to Council for management of the administration. Delegated staffing authority for all positions below General Manager level. Oversee the management of all City Departments: Corporate Services, Development Services and Engineering, Environment and Infrastructure Services, as well as the Fire Department and Corporate Communications.
- Facilitate strategic planning activities that include the development of multi-year goals, objectives, administrative policies and procedures. Facilitate status update meetings with Council as appropriate.
- Oversee, in conjunction with the General Manager of Corporate Services/City Solicitor, the preparation and administration of the annual City budget, including long-term planning, funding options, and capital improvement projects. Responsible for administration of such budget after adoption by Council.



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- Discuss operational and administrative issues with the Deputy CAO and Strategic Leadership Team and provide advice.
- Prepare reports, make recommendations/presentations and attend Council/Committee/Council Committee in Closed Session, Strategic Leadership Team, community group, public and/or other meetings, as required.
- Evaluate the structure of the administrative organization, its positions and relationships in an effort to conduct City business in the most efficient, effective and economic way.
- Recommend to City Council changes in service levels and establishment of programs to achieve specific goals.
- Receive and investigate complaints concerning the administration of services provided by the City.
- Represent the City with various governmental agencies, community groups, and business, professional, and other organizations directly or through staff. Member of various specialized committees relating to current ongoing community projects that require participation by City staff.
- Responsible for the corporate salary structure, staff compensation and benefits package in consultation with Human Resources.
- Negotiate and enforce the provisions of contracts, leases and agreements.
- Make final interpretations of City regulations and applicable laws to ensure compliance.
- Evaluate the work of Strategic Leadership Team members through the annual performance evaluation program.
- Responsible for overseeing the Corporate Communications Division and liaison for media inquiries regarding Council decisions, and policies/actions relating to the corporation as a whole.
- Oversee and ensure the timely delivery of major capital infrastructure projects in conjunction with the assigned project team.
- Resolve organizational conflicts and participate in the collective bargaining process as required.
- In conjunction with the Strategic Leadership Team, provide oversight and guidance to the Operational Leadership Team.
- Member of the Emergency Control Group.

QUALIFICATIONS

- Bachelor's degree in public administration, business or other discipline related to an aspect of municipal operations.
- Minimum of ten years' senior management experience in a municipal environment.
- Graduate training in leadership, public or business administration is considered an asset.
- Knowledge of principles, problems and methods of public and business administration, including organization, personnel and fiscal management; philosophies and principles



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of organization and administrative procedures; and techniques of intergovernmental relations.

- Strong knowledge of applicable municipal, provincial and federal legislation.
- Excellent communication, leadership, analytical, coaching, time management, strategic planning and management skills.
- Excellent computer skills using MS Office Suite including Outlook, Excel, Word, PowerPoint, Teams, SharePoint, and the Internet.
- Strong financial/budget management skills.
- Possess class 'G' Ontario driver license and access to reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$221,063 to \$258,613, plus a comprehensive benefits package. Interested applicants are invited to submit their application by November 11, 2024 at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act* 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.