

**TOWNSHIP OF
NORTH DUNDAS**
JOB DESCRIPTION

JOB TITLE: Chief Administrative Officer	LAST REVISION DATE: December 18, 2024
REPORTS TO: Council	APPROVED BY: Council
SALARY RANGE (Under Review): Grade 18 (\$140,050 - \$166,727 for 2024)	EFFECTIVE DATE: December 18, 2024

Position Summary:

Reporting directly to Council, the Chief Administrative Officer (CAO) offers effective advice and support in the development and implementation of policies, strategies, and objectives. The CAO is responsible for administering North Dundas Township and serves as the primary policy advisor to Council. As the leader of the Management Team, the CAO oversees the execution of Council's policies and directives across all municipal departments and manages the development of all Directors.

Position Qualifications:

- Post-secondary degree in Business/Public Administration, CMO designation, or equivalent combination of education and experience.
- Seven (7) to ten (10) years progressive experience in a senior management position in a municipal setting.
- Demonstrated experience developing effective relationships with staff, elected officials, boards, committees and associations of varying stakeholders, often with competing interests.
- A strong understanding of appropriate legislation and regulations relative to Municipal Council's mandate.
- Demonstrated supervision and managerial expertise with a broad range of responsibilities.
- Highly developed communication, leadership, and inter-personal skills.
- High degree of political and business acumen.
- Bilingualism would be considered an asset.

Other Requirements:

- Valid Class G Driver's License
- Satisfactory police criminal record check

Key Responsibilities:

Council / Governance:

- Act as chief policy advisor to Council and provide advice based on professional standards and best practice to ensure that clear, comprehensive information and alternatives are provided on which to make informed policy decisions.
- Communicate, champion, and direct the implementation of Council decisions; provide day-to-day support to the mayor and members of Council in their governance roles.

Corporate Administration:

- Responsible for strategic leadership and implementation of strategic objectives and short/long term goals as adopted by Council.
- Act as the administrative head of the Municipality and exercise general control and management of the affairs of the municipality in accordance with the Municipal Act, approved policies and programs, and by-laws.
- Oversee human resources and talent management including organizational structure changes, staff development, performance management, coaching and discipline, compensation, labour and employee relations, recruitment and selection, and compliance with all provincial and federal employment laws.
- Lead the Directors on corporate planning and strategic initiatives, items for Council consideration, major policies, and service levels.
- Direct and work with the Directors to monitor activities and agreements with local partners to promote and protect the Municipality's financial and other interests; apprise Council of pertinent issues and strategies to address.
- Monitor the overall delivery of services to ensure practices are coordinated, contemporary, meet the needs of the Municipality and reflect customer service excellence. Ensure appropriate stakeholder consultation occurs and prepare periodic reports to Council on changes and enhancements.
- Oversee, monitor, and provide direction for legal matters. Keeping Council apprised of status and progress.
- Respond to inquiries and liaise with elected officials, internal departments, other governments, residents, citizens, special interest groups, the media, etc. Carefully monitor and follow-up on sensitive issues or complaints, taking corrective action where necessary.

Finance:

- Maximize opportunities to integrate, cost share, partner and achieve maximum benefits from external grants, alternative revenues and other sources of revenue and in-kind value for the betterment of the County's overall operations and services.
- Provide leadership and assistance, in consultation with the Director of Financial Services/Treasurer, to the various Directors and Committees to assist in the preparation of budgets. Responsible for the general administration of these budgets and the exercise of effective financial control of the operation of the municipality through various Directors.

Working Conditions and Environment:

- Fast paced work environment with tight deadlines
- This position will be based at the North Dundas Municipal Office in Winchester, Ontario
- Normal office hours are 35 hours per week, Monday through Friday, however there may occasionally be extended hours and/or required attendance at Council meetings or events outside of normal business hours.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.