

POSITION DESCRIPTION

CHIEF ADMINISTRATIVE OFFICER
January 2025

REPORTS TO:

Council

POSITION SUMMARY:

The Chief Administrative Officer (CAO) for the Township of McMurrich/Monteith is responsible for providing a wide range of statutory, operational and advisory duties as set out in the *Municipal Act* as well as providing effective and efficient administrative support to Council, the public and staff to ensure the Township's administrative and financial operations progress in an efficient, orderly, and lawful manner. Performs the statutory duties of Deputy-Clerk and Deputy-Treasurer.

MAJOR DUTIES & RESPONSIBILITIES:

1. Coordinates, leads, and directs the employees of the corporation in the administration, implementation, enforcement, and operation of the business affairs of the Township in accordance with Provincial legislation, by-laws and policies established by Council.
2. Coordinates, leads, and directs the preparation of policies and procedures, by-laws, strategic direction, budgeting, financial administration, plans and reports to be submitted to Council for consideration. Ensures that Council is provided with all relevant information necessary to make informed decisions.
3. Composes by-laws, resolutions, contractual agreements, and other actions by Council to put decisions into effect.
4. Provides recommendations for changes to the organization's structure that will improve efficiency and/or improve service delivery to the public.
5. Responsible for all aspects of the human resources component of managing a diverse and effective work force. Employs, promotes, demotes, suspends, or dismisses any employee as required by and in accordance with, the policies approved by Council.
6. Responsible for the administration of human resources and financial resources to ensure that all departments conform to approved staffing levels, hiring practices, orientation, budgets, financial administration and training, assigning duties and reviewing work, assessing performance, dealing with disciplinary matters, and recommending salary increases.
7. Establishes liaisons and positive relationships with the business community, taxpayers, boards and committees, authorities and upper levels of government and acts as spokesperson on behalf of the Township.
8. Attends all regular, special, and other meetings of Council, boards, and committees, as required.
9. Reviews incoming mail for distribution and action.

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10. Meets with department heads on a regular basis to review policy directions of Council and assigns responsibility for implementation, enforcement, and execution. Develops appropriate communications procedures to ensure that all staff are informed regarding policies and directions of Council.
11. Monitors implementation, enforcement and execution of all Council policies and by-laws by the responsible department.
12. Works with senior levels of government to access programs and grants for municipal priorities.
13. Develops and maintains effective liaison between the Township and its officials, ratepayers, Provincial and Federal representatives, consultants, solicitors, and various municipal associations as is necessary to secure information and advice that will assist Council and promote the interests of the municipality.
14. Ensures that sound public relations are maintained by communicating information on the actions and decisions of Council to the general public.
15. Maintains a thorough working knowledge of Provincial Legislation and Regulations that affect the policy decisions of Council. Takes advantage of training opportunities offered through seminars, conferences, briefing sessions and selected reading.
16. Leads the Emergency Management Group.
17. Acts as Commissioner of Oaths and Affidavits in accordance with the Commissioners for taking *Affidavits Act*.
18. Acts as the Corporate Signing Officer for the Township of McMurrich/Monteith.
19. Performs any other duties as may be required by this position or Council.

EDUCATION / EXPERIENCE / SKILL:

1. A university degree in a relevant field of study or an acceptable combination of education and related experience.
2. Requires over five years municipal experience in a management position. AMCT, CMM or CMO designation or equivalent and the willingness to continually upgrade qualifications.
3. Extensive knowledge and experience with interpretation of the *Municipal Act*, *Planning Act*, *Elections Act*, *Freedom of Information and Protection of Privacy Act*, *Cemetery Act*, *Occupational Health and Safety Act*, *Accessibility for Ontarians with Disability Act (AODA)*, *Municipal Conflict of Intertest Act*, *Vital Statistics Act* and other legislation related to municipal governance and municipal by-laws.
4. Experience in a computerized environment with a working knowledge of Microsoft Word, Excel, WordPerfect, Outlook, and the internet as well as various software programs associated with the Municipality, i.e. CGIS and Munisoft.

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5. Sound working knowledge of statutory and procedural requirements related to Council and its committees and boards.
6. Sound working knowledge of accounting and budget principles.
7. Must have excellent verbal and written communication skills and ability to relate to elected officials, subordinates, peers, superiors, and the public in a professional manner.
8. Required to work under pressure within severe time constraints maintaining a high degree of accuracy and attention to detail.
9. Required to perform Chief Administrative Officer's duties outside normal working hours by attending council meetings, training, and special meetings, as required.
10. Ability to work positively with others in a team environment.

Independence of Action

A high degree of independence of action is associated with this position and sound judgement and discretion are required. The incumbent is expected to develop recommended changes to established policies and procedures and to present same for Council's consideration. Work involves a choice of methods or procedures or the sequence of operations.

Mental Effort

Variety of duties with frequent interruptions. Work is varied and requires frequent shifting from one task to another. Mental, visual and /or aural concentration is required when entering data, preparing reports, responding to requests, etc.

Physical Effort

Work is typical of an office environment and is generally performed at a desk but also includes short periods of walking or standing.

Dexterity

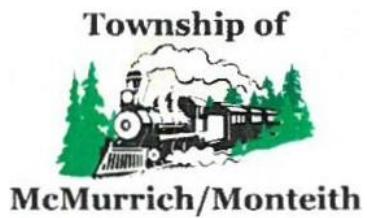
The coordination of fine motor skills is required when operating office equipment i.e. computer, calculator, photocopier, shredder, telephone, fax machine, etc.

Accountability

Actions could result in a major loss of time or resources or cause severe embarrassment within the organization and have serious impact on its public image.

Safety of Others

Some degree of care required to prevent injury or harm to others.



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Supervision

This position requires the incumbent to assume on a continuing basis the normal supervisory responsibilities over others. Full-time supervisor.

Contacts

The job involves considerable communication and handling contacts of a difficult, specialized or highly sensitive nature for such purposes as influencing, persuading, or securing the cooperation of others.

Working Conditions

Work may involve dealing with difficult individuals and includes occasional exposure to verbal abuse, physical threats, rudeness, or profanity. The position is subject to deadlines. Frequently required to attend at meetings etc. outside of regular working hours.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.