

	Chief Administrative Officer Job Description	Department	Administration
		Date Approved	March 2024
		Revised	

REPORTS TO: Mayor and Council

REPORTS: Deputy CAO-Manager of Finance/Public Works Foreman

Primary Duties:

1. Provides professional leadership and direction to Council while overseeing all municipal operations and services in accordance with all requirements of the Northern Municipalities Act, 2010 and other relevant legislation.
2. Directs, develops, and implements a process for the preparation of annual capital and operating budgets, including investigation of alternate revenue sources. Monitors, controls, and authorizes spending within the limits of the approved budget and authority delegated by Council. Presents financial analysis reports and advises on any expenditure in excess of budget or any off-budget items, along with supporting documentation for Council's approval.
3. Directs, supervises, and reviews annually the performance of all employees of the Village, along with managing the human resources function in accordance with Village policy.
4. Directs the execution of all documents, agreements, or contracts approved by Council and ensures the satisfactory preparation of by-laws, resolutions, and policies and ensures that copies of all official correspondence records, by-laws, resolutions, policies, and related items are retained by the Municipal office.
5. Attends all Council and Council Committee meetings as required or directed and provides consultative services.
6. Hires or retains legal counsel on behalf of the Village as authorized by Council.
7. Provides day-to-day direction to all Village staff and further develops a culture of customer service, team building, partnership, innovation, integrity and fiscal responsibility. Instills a culture of accountability with employees and ensures that employees are committed to providing a high level of public service in a respectful workplace.
8. Prepares all Council meeting agenda packages, ensuring issues requiring the attention of Council are brought forward in a timely manner and that all background information or documentation is available to facilitate informed decision-making.
9. Prepares and presents a written monthly report to Council regarding Village operations. Recommends appropriate action or requests ratification for action to deal with matters requiring Council approval.
10. Establishes and maintains an effective working relationship with all agencies, boards, neighbouring municipalities, and entities that interrelate with the Village.
11. Establishes and maintains an open and public system for contracting goods and services by the Village. Ensures the system complies with all legislative requirements, by-laws, resolutions, and policies of Council. Reviews and recommends acceptance or rejection of properly submitted tenders, quotations, and proposals.
12. Responds to public inquiries, media requests for information, or complaints with regard to municipal activities, following approved policy and procedure.

13. Manages and administers all economic development, land use and planning/development functions and bylaw enforcement as directed and approved by the Council.
14. Establishes and implements administrative policies, procedures, standards, and guidelines programs and provides leadership in ensuring that all Village policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Village as defined by Council.
15. Works with Council in the development and implementation of Council's Strategic Plan.
16. Shall perform all duties as identified in Section 127 (1)(2) (3) and (4) of the Northern Municipalities Act, 2010.
17. Performs other duties as may be assigned by Council

Experience & Qualifications

Urban CAO experience OR a minimum of 4 years' experience at a senior level in municipal government is required, along with a thorough knowledge of provincial legislation. Experience in project and asset management and Munisoft municipal accounting, along with the ability to interpret bylaws, resolutions, contracts, official records and related legal documents, is required. Above-average analytical, verbal and written communication skills are desired.

The incumbent must hold a current Urban Standard Saskatchewan Municipal Administrator certification or be eligible to obtain a standard certificate in accordance with the *Urban Municipal Administrator's Act*.

The position also requires a valid Saskatchewan Class 5 driver's license and is subject to a criminal record check.

General working knowledge of public works in an urban setting, municipal financial management and human resource management is also required.

At the sole discretion of Council, a combination of related work, education, and experience may be deemed suitable.

Accountability/Responsibility

Under the general direction of the Mayor and Council, the incumbent is directly responsible for the overall management of all Municipal staff and operations in accordance with the *Northern Municipalities Act, 2010* and any other applicable Provincial Acts.

The position coordinates the hiring of all staff and may proceed up to the suspension stage of the progressive discipline system for all employees. Actions could result in a major loss of time or resources and have a serious impact on the Village's public image.

The incumbent will be required to exercise independent judgment regarding a number of complex tasks. A well-rounded knowledge of municipal government is required, including the development of legislative and administrative structures and communication processes. Highly developed verbal and written communication skills are essential, along with an ability to get along with the public, Council and staff.

Unique Position Requirements

The position also plays the lead role with respect to economic development and, bylaw administration and enforcement, and land-related matters and is designated as the Development Officer for the Village and is obliged to administer the Official Community Plan and the Zoning Bylaw.

The incumbent must have the ability to balance multiple priorities, often with conflicting timelines, in a fast-paced environment.

The position is required to keep, administer and manage all money received by the Village and demonstrate a high level of integrity and professional conduct, and is perceived as consistent, neutral and objective in business activities.

Computer software and equipment use:

Microsoft Suite of applications including Word, Outlook, Excel, and Munisoft applications, including Pub Works, Financials (General Ledger & Custom Reporter, Accounts Payable, Paymate Acclaim Payroll); Receivables (Tax Assessment, General Accounts Receivable, Receipting); fax, phone, copier and printer.

Incumbent

Mayor

Date