

**JOB TITLE:** Chief Administrative Officer and Clerk (CAO/Clerk)      **CLASSIFICATION:** Full-time, management

**DEPARTMENT:** Administration

**SALARY RANGE:** \$95,000 - \$107,000  
(under review)

**REPORTS TO:** Council

### POSITION SUMMARY

To administer the business affairs of the Municipality in accordance with legislation and the policies and plans established by the Municipality.

### DUTIES & RESPONSIBILITES

1. Performs the statutory duties of Chief Administrative Officer and of Clerk, as described in legislation (e.g., the Ontario Municipal Act, the Municipal Elections Act, etc.)
2. Administers authority delegated by Council and provides advice, direction and information as required by Department Heads, staff, and the general public on municipal operations, policies and procedures.
3. Develops and oversees the development of policies and programs for recommendation to Council as they relate to the short and long term management of the Municipality.
4. Administers the provisions of the Municipality's Personnel Policies, as they are approved by Council.
5. Shall be responsible for conducting human resources activities for Department Heads, including but not limited to: hiring (as approved by Council), discipline, suspension and termination.
6. Reviews and recommends to Council staff attendance at Conferences, Seminars/Workshops and Educational Courses, in accordance with the budget and policies.
7. Ensures that employees work in a safe manner, adhering to the OHSA and municipal policy
8. Manages the employee Performance Management system and conducts employee appraisals of work performance, development, goals and objectives.
9. Reviews all contracts and agreements and oversees proper implementation of same, reviews with Council all pertinent documents for execution by the Municipality and administers and coordinates the Municipality's obligations under the same.
10. Coordinates with Council, as necessary, specialized services from outside professionals.
11. Interprets and communicates existing and new legislation affecting the Municipality, Council decision making ability and Council authority.

12. Ensures the timely preparation, distribution and maintenance of Council meeting agendas, minutes, resolutions and By-laws in accordance with established procedure.
13. Attends all meetings of Council, participates and advises Council and/or Committees/Boards with respect to existing legislation.
14. Acts as lottery licensing officer in accordance with the provisions of the Alcohol and Gaming Commission of Ontario.
15. Acts as Head under the Municipal Freedom of Information and Protection of Privacy Act.
16. Administers and coordinates Municipal Elections as per the Municipal Elections Act.
17. Co-ordinates and prepares documentation for the administration of ongoing local planning matters as it relates to the Municipal Act, Planning Act, Municipal By-laws and Municipal planning documents.
18. Provides guidance to Council regarding minor variance, re-zoning, severance and condominium applications and assists in the preparation of site plan agreements.
19. Prepares all land use planning information for Council, staff and the general public.
20. Will assist the duties of the Treasurer in his/her absence.
21. Exercises general financial control over all Departments of the Municipality to ensure conformity to budget/estimates.
22. In coordination with the Treasurer, oversees the preparation of the annual estimates of revenues and expenditures, both capital and operating, and presents same to Council for approval.
23. Keeps apprised of the availability of Provincial and Federal grants and subsidies.
24. Responsible for the administration of the procurement policy, in accordance with the Municipality's policies and/or by-laws, by administering sound procedures of funds or the acquisition or disposition of assets, ensuring all the Departments follow such procedures.
25. Responsible for receipt and follow-up of all Insurance Claims.
26. Attends AMCTO, and other professional Association meetings related to the career field of Clerk-Administrator.
27. Liaises with Municipal consultants, solicitors, planner etc. on various matters affecting the Municipality, and keeps Council informed of these discussions.
28. Liaises with various Regional, Provincial and Federal Agencies, Authorities, and Ministries.
29. Participates in economic development activities to contribute to the social and economic prosperity of the Municipality.
30. Establishes positive relationships with the local business community, with other Boards and Authorities, with other local municipal governments and with upper levels of government and also acts as a spokesperson on behalf of the Municipality to the general public, to reflect the policies and procedures of the Municipality.
31. Carries out all other duties that may be required to ensure the continued success of the Municipality or as assigned by Council.

### **SUPERVISION REQUIREMENTS**

The CAO/Clerk exercises management and supervision over Department Heads, including Public Works Superintendent, Treasurer, Parks and Maintenance Manager, Fire Chief, and Deputy Clerk.

### **CREDENTIALS/EXPERIENCE REQUIRED**

1. Have a sound working knowledge of municipal administration, management, and planning; public/government administration; or similar as acquired through a University Degree or College Diploma or through related experience at a senior management level.

2. Have successfully completed, or be willing to complete, the AMCTO Municipal Administration Program, CMO designation, and other courses offered through AMCTO.
3. Possess a good working knowledge of municipal Council administrative functions, government operations, finance, human resources, health and safety, public works, recreation, land-use planning, library services, and knowledge of contemporary issues facing municipal governments in Ontario.
4. Have a working knowledge of Municipal legislation/regulations including Municipal Act, Planning Act, Conflict of Interest Act, Freedom of Information and Protection of Privacy Act, Municipal Elections Act, and rules of procedure for meetings and by-laws as they apply to municipal government and Magnetawan.
5. Have excellent analytical, problem-solving, organizational, communication, strategic planning, leadership and supervisory skills.
6. Exceptional computer skills, including but not limited to Microsoft Office Suite.
7. Ability to deal effectively with all levels of staff, government, elected officials, consultants, solicitors, planners, media and general public.
8. Availability and flexibility to attend evening meetings, as required.
9. Possess a valid Ontario 'G' driver's license.

### **PHYSICAL DEMANDS AND WORKING CONIDITIONS**

1. Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a work day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanour.
2. Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate office equipment and vehicle;

Normal hours of work are 37.5 hours per week, Monday to Friday as required. Some evenings and weekends shall be required.