

**CORPORATION OF THE TOWN OF COLLINGWOOD
JOB DESCRIPTION**

POSITION TITLE: CHIEF ADMINISTRATIVE OFFICER

REPORTS TO: Mayor and Council

SUPERVISES: DIRECTLY: Director, Planning Services
Director, Building Services/CBO
Director, Library Services
Director, Leisure Services
Director, Human Resources
Treasurer
Clerk
Fire Chief
Economic Development Officer

INDIRECTLY: All Staff, consultants

POSITION SUMMARY

Responsible for providing vision and leadership to members of the senior management team and overall management of the administration and operations of the Town; establishment with Council the strategic direction for the Town; consolidation and review of the annual business plans and budgets (operating and capital) prepared by the Departments; leadership of the business plan and budget approval process with Town Council; monitor the performance of Departments against business plans/budgets; review of variance reports and initiation of corrective action where necessary; review and approval of new or revised policies and procedures, corporate-wide and Departmental; provision of problem-solving/decision making advice to the members of the Senior Management Team; recruitment/selection related to Department Head positions.

DUTIES and RESPONSIBILITIES

1. Coordinate and direct the Department Heads in the efficient administration of the municipality in accordance with the Corporate Strategic Plan and other policies and plans approved and established by Council.
2. Develop a process for maintaining long-term corporate development plans, including financial implications, and ensure that such plans are developed, approved, implemented and reviewed on a regular basis.
3. Establish and chair a Staff Management Team of Department Heads for corporate coordination purposes.
4. Coordinate and direct the Department Heads in the preparation of plans and programs to be submitted to Council with suitable alternatives for the construction, maintenance, development and improvement of municipal properties, facilities and services.
5. Ensure planning and execution of the Corporation's economic development functions.
6. Coordinate and direct the implementation of the approved policies and programmes of Council and deal with any matter, including complaints from citizens arising there from, in accordance with the policies of Council, without further reference to Council subject to regularly reporting to Council upon actions taken.
7. Review regularly the municipality's organization and departmental structure, in conjunction with Department Heads and recommend any changes that would improve the effectiveness, efficiency or economy of the structure.

8. Coordinate, primarily through the Committee of Department Heads, the compilation, consideration and presentation to Council of recommendations of Department Heads arising from departmental operations, and comment thereon as appropriate and, with the advice and assistance of the Department Heads, propose by-laws and resolutions to give effect to such recommendations as are adopted by Council.
9. Direct the codification of the policies and procedures of Council and its Committees and Departments.
10. Ensure that information and reports requested by Council or that could be of assistance to Council are obtained and submitted to Council in a timely fashion.
11. Coordinate the presentation to Council, at least quarterly, of a report on the Corporation's operations, finances and works-in-progress together with any recommendations necessary for Council to achieve its objectives and any other matter that ought to be reported to Council.
12. Direct and control all employees of the Corporation except such officials as are appointed by statute in respect to their duties and responsibilities and, in particular:
 - a) recommends to Council the appointment, employment, suspension or dismissal of Department Heads; and,
 - b) directly, or designate the authority to, employ, suspend or dismiss all other employees within the employee establishment authorized by Council, in conjunction with Department Heads in accordance with the provisions of collective bargaining agreements and/or other procedures approved by Council.
13. Ensure that there is an ongoing program of annual evaluation of employee performance in all Departments and, with respect to Department Heads, evaluate their performance annually and report thereon to Council.
14. Recommend to Council with respect to pay, fringe benefits and working conditions of all employees, using collective bargaining procedures where required, and coordinate and direct Department Heads in the efficient administration of the approved Council agreements.
15. Direct the exercise of a general financial control of all departments with the assistance of the Treasurer.
16. Direct, with the assistance of the Treasurer, the preparation of and the presentation to Council of the annual estimates of expenditures and revenues and the 10 year forecast of capital expenditures, revenues and operating costs and the subsequent administration and control of the municipality's financial affairs according to the estimates as approved by Council.
17. Represent the municipality in assigned matters involving the Federal and Provincial Governments, issues respecting the County of Simcoe, and other intergovernmental affairs.
18. Attend all meetings of Council. Attend meetings of Committees of the Corporation, as required.
19. Carry out such other duties and responsibilities assigned by Council or exercise any power from time to time lawfully granted by Council.

EDUCATION, SKILLS and EXPERIENCE

1. Degree in an appropriate discipline, a Master's Degree preferred, together with a minimum of 10 years' experience working as a senior manager in a municipal government environment with experience dealing with unions.
2. Thorough working knowledge of relevant Acts/Regulations/Statutes, local government functions/responsibilities, and thorough knowledge of Council/Committee processes and protocol.
3. Ability to grasp organizational issues, leads diverse groups toward a common vision, is politically astute, and takes a participatory approach to management. Possess excellent interpersonal, administrative, communication, report-writing, organizational, time management, public relation and supervisory/management skills.
4. Thorough working knowledge of Microsoft Windows and Office applications.
5. Valid Class 'G' Driver's license in good standing.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is conducted in a standard office environment.

Normal hours of work are 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday; with evening attendance required for Council along with occasional evening and/or weekend attendance required for Committee and other meetings.

CONTACTS

Incumbent communicates regularly with all levels of staff, elected officials, various governments/agencies, legal counsel, electoral candidates, consultants, community/special interest groups/agencies, ratepayers, developers, and the public.

REVIEW

Incumbent _____

Date _____

Mayor _____

Date _____