



## **JOB DESCRIPTION**

**TITLE: CHIEF ADMINISTRATIVE OFFICER**

**DEPARTMENT: Chief Administrative Officer's Office**

**Evaluated: March 2005  
Updated: March 2016**

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### **NATURE AND SCOPE OF WORK**

The Chief Administrative Officer reports and is directly accountable to the Mayor and City Council as a body.

The Chief Administrative Officer acts as the nexus between the City Council and the civic administrative staff and is responsible for the efficient and effective management of the organization. The Chief Administrative Officer provides advice and recommendations to Council on all aspects of City policy and operations, and is responsible for carrying out the objectives set by Council and for coordinating and directing the activities of all City Departments.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

Develops and provides advice and recommendations to Council on all matters within the control and purview of the City.

Administers, supervises and directs the affairs of the Municipality and its Officers and employees under the general policy direction of Council, and in conformity with relevant statutes, bylaws and resolutions.

Ensures that policies and programs developed and adopted by Council are transmitted to Officers and employees, and monitors and gives direction as their implementation.

Acts as the leader of the Senior Management Team, directs the preparation of and coordinates, controls and presents all staff reports to Council.

Is responsible for planning and providing adequate staffing levels for the organization and, to this end, will, or will delegate the authority to, appoint, promote, demote, suspend and dismiss all employees of the City, except Officers, subject to the provisions of the *Local Government Act* and *Community Charter* and any provisions of City Bylaws that may, from time to time, be applicable.

Is responsible for and directs the preparation and compilation of the Provisional and Annual Budgets for personal submission to Council.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

Is responsible for and directs the preparation and compilation of the Capital Expenditures Programs and submits same to Council.

Is responsible for and directs the preparation of long-range plans for the development and operation of all Municipal services and activities for consideration by Council.

Prepares or causes to be prepared and supervises the awarding of all contracts as may be approved by Council under the City's purchasing policies, and ensures adherence to the terms and conditions of all contracts or agreements entered into by the City.

Recommends to Council the purchase, lease or sale of City property, facilities and equipment.

Is responsible for the appointment, promotion, demotion or termination of all Officers of the City, and suspends any Officer for just cause, subject to the provisions of the *Local Government Act* and *Community Charter* and any provisions of City Bylaws that may, from time to time, be applicable.

Attends and participates in meetings of Council and Committees of Council as required.

Maintains a high level of inter-departmental communications; organizational morale, integrity and pride.

Maintains effective contact with Municipalities, Regional Districts, relevant Senior Government Departments and agencies, and various Boards and Commissions, where the interests of the City are affected.

Carries out periodic reviews of organization structures to ensure attainment of Council objectives.

The Chief Administrative Officer promotes safety throughout the city through leadership, by maintaining a culture of safety and continual support of safety programs and practices.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

A very thorough knowledge of the *Local Government Act* and *Community Charter*, related statutes, laws, regulations and precedents respecting Civic Government.

Ability to interpret, report and provide advice and guidance on a variety of legislative and administrative matters.

Ability to manage and direct personnel engaged in diverse activities.

Ability to meet and deal tactfully, efficiently and effectively with Government, Municipal, business and other officials, and the general public.

Excellent written and verbal communication skills.

A high degree of political awareness and sensitivity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)**

A high degree of personal integrity and commitment.

Ability to work varied hours as necessary to meet the requirements of the position.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Bachelor's Degree in a related discipline (e.g. Business Administration, Public Administration, Finance) and 15 years of progressively responsible related experience including 6 years in a senior management capacity.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Satisfactory Criminal Record Check.

**DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION**

A Master's Degree in a related discipline and certification or training in local government administration would be an asset.