



POSITION DESCRIPTION

POSITION: CHIEF ADMINISTRATIVE OFFICER

ORGANIZATION: TOWN OF POUCH COVE

LOCATION: POUCH COVE, NL

DATE: **MARCH 2024**

Reporting Protocol:

The Chief Administrative Officer (“CAO”) reports directly to the Mayor under the authority and direction of the Town Council of the Town of Pouch Cove. The CAO is also vested with the statutory responsibility of both the Town Manager and Town Clerk positions as outlined in the Municipalities Act. This position supports the Mayor and Council in the provision of all information, options and recommendations required for their decision-making and the development, review, and approval of policies. As the senior administrative leader, the CAO is also responsible for providing leadership and managerial direction to the senior management team and represents the Town with external stakeholders and the public.

Salary:

The salary range for this position is to be negotiated commensurate with the education, knowledge, and experience of the incumbent.

Qualifications:

The ideal candidate will have a Degree or Diploma in Business, Engineering, or Public Administration. The successful incumbent must be visionary, diplomatic, an excellent communicator, a proven problem-solver, and must have at least three to five years’ experience in a leadership or management position in a public sector environment, municipal environment, or related field. General knowledge, understanding, and interest in financial operations, human resources, recreation and community services, public works, planning and development, fire and emergency services, municipal enforcement and legal systems, economic development, information technology, and asset management are important

and would be considered an asset. As well, Professional designations, Financial Certifications, Water and Wastewater Operator certifications, Asset Management certifications would also be considered an asset. Supervision and oversight of a unionized and non-unionized workforce is required for this position.

Rationale:

The purpose of this job description is to generally outline the specific duties, roles, and responsibilities of the position of CAO for the Town of Pouch Cove. It is not meant to be limiting or all inclusive. Duties may be added (or taken away) over time. It is fully understood that there may be a need to carry out other reasonable duties and responsibilities associated with this position not specified in this job description (as directed by Council) in order to ensure the efficient and effective running of the town, or to comply with legislative requirements.

The CAO is the town's senior management employee, and is responsible for the effective "day to day" operation of the town office, for oversight of the town's outside work forces, and for providing direction and supervision to all of the towns unionized and non-bargaining unit employees. The importance of being motivated to work independently and with minimal supervision is essential to the success of this position.

A major responsibility of the CAO is to keep the mayor and members of council apprised of issues relating to the safe and effective operation of the town and the delivery of its operations, programs, and services, and to ensure that the decisions and motions adopted by council are implemented as directed. Part of the responsibility of the CAO will be to work with other staff and with members of council in identifying and securing grant funding to assist in providing summer recreational programs (and other resources) and/or other projects identified and supported by council.

The CAO is responsible for the implementation of all aspects of the town's operations, including budget, financial management, staffing, communications, building and development, maintenance of the town plan and development regulations, technology, and interpretation and oversight of the town's collective agreement with its unionized employees.

Responsible Leadership:

The position of CAO bears a responsibility in providing exemplary leadership, commitment, professionalism, and work ethic to the entire staff. This individual must also be mindful that, to a very large extent, he/she represents what the Town of Pouch Cove represents to the taxpaying public, and the town's ability to effectively carry out its responsibilities to the taxpayers it serves. This responsibility

extends, in particular, to the mayor and councillors who rely heavily on the advice and direction of the CAO in making decisions and fulfilling their mandate as elected officials. Integrity, professionalism, and discretion are necessary prerequisites for this position, as this person bears full responsibility for the day-to-day operation of the town.

Communications and Day to Day Operations:

The Chief Administrative Officer is responsible for the overall administration and management of the town on a “day to day” basis, and all staff (both inside and outside) report either directly or indirectly to this person. It is incumbent on the CAO to provide leadership and support for the mayor and council in enacting their decisions as elected officials, and to assist in providing the necessary resources to see their initiatives successfully implemented.

This individual interacts on a daily basis with staff to ensure the effective management and operation of the town. The CAO has the authority to review and adjust workload periodically and must ensure job descriptions are provided to the workforce. Changes to job descriptions must not be in contravention of the terms and conditions of the collective agreement for unionized employees, and all amended duties and responsibilities that may affect unionized employees must be communicated as outlined in the collective agreement.

It is essential that the CAO be kept informed, on a daily basis, of all significant decisions, actions, and operations at the staff level that affect the municipality. Furthermore, all decisions and directions undertaken by council should be directly communicated to the CAO in as timely a manner as possible.

As well, it is imperative that the CAO ensures that the mayor is fully briefed on decisions, actions, or initiatives undertaken by staff which might be in any way contentious. There should also be regular opportunities for communication between the CAO and the mayor on issues and concerns which might be considered more routine in nature. Continuous and ongoing communication between the CAO and the mayor is critically important to the overall effectiveness of the town.

Training and Professional Development:

One of the most important functions of the CAO is to provide for ongoing professional development and training of staff (including the CAO) to expand their knowledge, and to meet the legislative requirements in providing services to residents, particularly as new systems or technologies are presented.

A major function of the CAO is to assist in identifying the needs of all staff in areas of training and professional development in order to increase their knowledge, understanding, and effectiveness in providing programs and services to residents.

Grant Funding Applications

1. Ensures that grant funding applications are completed for summer student employees.
2. Oversees all grant funding applications completed by the Manager of Infrastructure and Public Works and makes sure they are in keeping with council's directives.
3. Has regular communication with the Lead Hand of Public Works about the needs of outside operations and any funding requests that are being considered.
4. Is responsible for completing funding applications for all projects identified by council other than those related to outside operations.
5. Helps council identify needs or initiatives that may be able to be funded by various levels of government.
6. Develops partnerships with various people at different levels of government (both provincially and federally) responsible for funding.
7. Helps staff (including the Lead Hand of Public Works) identify various sources of funding.

Building and Development:

1. Works with council to review building and development applications in accordance with the provisions and regulations approved by council, and consistent with the Town Plan and forwards applications to council for review and commentary as necessary.
2. Reports to council on discrepancies and applications which are NOT in compliance, and makes recommendations to council on development applications which could be modified to be in compliance, and which could potentially conform to acceptable variances, building regulations, or zoning requirements outlined in the town's Municipal Plan.

3. Is responsible for the preparation and execution of all sub-division and/or large development agreements undertaken and approved by the town.
4. Works with Council to ensure that there are proper building and development regulations in place for the town, and for ensuring that the town is developed in accordance with the regulations and procedures approved by council.
5. Works with council to put forth options for amending applications for compliance (as appropriate), or for making recommendations to the proponent and/or council for amending the proposed development in order to better serve the public interest and be consistent with the Town's Municipal Plan and Development Regulations.
6. Oversees the administration of the town's development regulations on an ongoing basis, and ensures registration of amendments, public notices, and other compliance procedures with appropriate government departments and agencies are completed.
7. Works with council to determine appropriate actions to maximize development opportunities for the town that are in keeping with the vision and direction outlined in the Town Plan, and which are consistent with council's development priorities.
8. Ensures accurate records and files are maintained related to planning and development applications and all associated correspondence.
9. Oversees the administration of the public consultation process and ensures applications which are discretionary in nature, or for which it is felt that public input and consultation is advised or necessary, are properly undertaken.
10. Works closely with the town's Engineering and Planning Consultants, council, and others as it relates to building, development, and planning issues, and seeks professional advice and direction on behalf of the town as required (or directed by Council).

Management & Oversight:

1. Oversees the proceedings and decisions of council and ensures their safekeeping as outlined in the Municipalities Act. While the CAO may have a Town Clerk or assign others to assist in carrying out these duties, it is ultimately the responsibility of the CAO to ensure that these responsibilities are carried out in accordance with the provisions and conditions of the Municipalities Act.
2. Oversees council minutes and ensures they are maintained in a manner consistent with existing legislation and council policy.
3. Develops, reviews, and revises administrative and personnel policies and procedures on a regular basis, and communicates these to employees, and to the mayor and council.
4. As authorized by the Municipalities Act, administers oaths and issues affidavits for municipal purposes.
5. Supervises the filing and ensures safe preservation of all official documents of council, minutes of meetings, and other data deemed essential.
6. Oversees and adjusts the preparation of job descriptions for employees which outline duties and responsibilities related to their work, and ensures that all performance assessments and/or evaluations are linked directly to these assigned duties and responsibilities.
7. Oversees the preparation of contract documents, public tenders, and Calls for Proposals required for activities undertaken by Council, in accordance with current legislation and guidelines.
8. Ensures that payroll, accounts payable, and accounts receivables are current, and ensures that reporting is maintained as dictated by policy, and in keeping with best practice for financial management and reporting procedures.
9. Ensures the mayor is informed of issues and decisions undertaken at the staff level on behalf of the town so that he/she will be better able to address issues and concerns which might be raised in the public domain.

10. Regularly scheduled meetings between the mayor and CAO are encouraged to exchange information and provide updates to maintain a good level of communication between the CAO and council.
11. Carries out administrative and financial responsibilities in working with the town's volunteer fire chief to help ensure the continued safety and protection of the public.
12. Works with the mayor and council, other staff, volunteer community groups, service clubs, and other municipal, regional, and provincial representatives that serve the interests of the town.
13. Develops, maintains, and updates policies and procedures for inside and outside staff, and maintains the town plan and development regulations.

Financial Management & Budget Preparation

1. The CAO is responsible for the day-to-day financial management of the municipality, and provides council with advice and direction on policies, procedures, and initiatives (in conjunction with other staff) which might accrue savings or otherwise improve the financial stability of the town.
2. Maintains a close relationship with the town's lending and banking institutions for the purpose of ensuring that the town is securing the best rate on borrowing, interest on investments, and other financial matters relating to the town.
3. Reports to the mayor and council, and makes recommendations concerning the financial operation and viability of the municipality.
4. Ensures that council decisions, regulations, and orders as they apply to financial matters are complied with at all times.
5. Prepares the town's operational budget on an annual basis, and makes recommendations concerning budget lines, revenues and expenditures, borrowing and investments (or other financial matters) deemed appropriate to assist council in making informed financial decisions on behalf of the town.

6. Ensures the town's operational budget is maintained, and regular reports are provided to the mayor and council.
7. Oversees the collection of fees and taxes, and oversees municipal expenditures and reports these activities to council on a regular basis.
8. Approves purchases made on behalf of the town and ensures the town is in compliance with legislative requirements.
9. Reports to the mayor and to the finance committee of council on significant financial matters, and ensures council are informed about decisions or actions undertaken of a financial nature that are not covered by existing council directives, policies, or regulations.

Supervision and Personnel Management

1. Is responsible (directly or indirectly) for the supervision and management of the town's workforce – regardless of their position in the organization.
2. Sets work schedules for all management employees and outside unionized personnel, and works closely with the outside management & staff to ensure that work is carried out in accordance with the priorities of council and as outlined by the CAO and/or Lead Hand of Public Works.
3. Assigns tasks and delegates responsibility to staff "as needed", and ensures there is compliance with policies related to health, safety, and respectful workplace.
4. Monitors job performance and provides feedback to employees, and is responsible for establishing appropriate evaluation of workers and of the workplace.
5. Works to resolve employee concerns and settles disputes and differences either directly, in consultation with others, or through established procedures.
6. Confers with the mayor and the appropriate committee of council on matters requiring intervention or disciplinary action – including suspension or discharge of duties.

7. Ensures timely implementation of decisions, policies, and procedures approved by council.
8. Assists the town's Fire Chief and volunteer fire fighters with the provision of the town's fire services.

Information Technology

1. Ensures proper management and maintenance all integrated information systems used by the town, and establishes protocols for usage and security.
2. Evaluates the requirements of the town's information systems, software, and technology related to electronic reporting, and ensures that information is brought forward to council regarding the status of the systems, and recommendations and/or options are provided for council's consideration for upgrading and improvement, as necessary.
3. Implements directives from council relative to information technology acquisition or utilization.
4. Monitors the information systems utilized and is the contact for repairs, maintenance, and upgrades as necessary.
5. Recommends or acquires training for staff to ensure efficient utilization of technology, and ensures employees have the appropriate skills to utilize software packages and other electronic media used by the town.
6. The CAO ensures the town's website is current, and that information is provided to the webmaster for regular updates and revisions to ensure that the website remains current, informative, interactive, and user friendly.
7. Carries out other reasonable duties and responsibilities related to the position of CAO as directed by council, enacted by legislation, or other requirements to ensure the safe, efficient, and effective operation of the town, and performs other reasonable and related duties not identified in this job description.

APPROVALS

ACKNOWLEDGED:

Incumbent **DATE:** _____

APPROVED:

Mayor **DATE:** _____