



TOWNSHIP OF NORTH STORMONT

Job Description

Position Title: Chief Administrative Officer/Clerk
Reports to: Council

POSITION SUMMARY

The Chief Administrative Officer/Clerk (CAO/Clerk) provides effective advice and support to Council in the development and implementation of policies and strategies that address the unique needs of North Stormont; oversees the overall planning, coordination and control of the activities and business affairs of the municipality and ensures the effective and efficient provision of services in compliance with applicable by-laws, policies and statutory requirements.

KEY RESPONSIBILITIES

1. Provision of leadership to direct reports; directs the preparation of plans and programs for the development and improvement of the municipality's operations and service delivery.
2. Preparation of agendas for Council and Committee meetings including by-laws and minutes; serves Council as principal policy advisor.
3. Oversees the planning, coordination and control of the activities and business affairs of the municipality in accordance with by-laws, policies and directives established and approved by Council.
4. Undertakes strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
5. Responsible for ensuring the development and implementation of effective plans and programs in areas such as health and safety, emergency management and accessibility.
6. Performs statutory duties under the *Municipal Act*, the *Line Fences Act*, the *Drainage Act*, the *Tile Drainage Act*, the *Safe Drinking Water Act*, the *Planning Act*, and other provincial statutes.
7. Responsible for conducting municipal elections in accordance with the requirements of the *Municipal Elections Act*.
8. Establishes and maintains an effective working relationship with staff, administration, and members of Council; serves as an effective liaison with community organizations and federal, provincial and local governments; interacts appropriately with auditors, consultants, business groups, the media and the public.
9. Leads and directs annual budget preparation and recommends the same to Council for approval; monitors the performance of approved budget against expenditures; optimization of various revenue sources; and ensures cost-effective operations are implemented and maximized.
10. Responsible for the effective management of all facets of the human resources program of the municipality including, but not limited to, recruitment, compensation/benefits, performance management, training and development, policy development, working conditions and succession planning.

QUALIFICATIONS

- University degree in an applicable discipline; three to five years of administrative/management experience or equivalent combination of education and experience.
- Participation in, or completion of, the Certified Local Government Management Program or equivalent thereof. Possession of the Certified Municipal Officer (CMO) designation through AMCTO is considered an asset.
- Sound knowledge of and in-depth understanding of all aspects of municipal operations, human resources and financial management, and municipal legislative/legal frameworks.
- High degree of professionalism coupled with advanced communications skills in such areas as presentations, consultations, collaboration, negotiation, conflict resolution, facilitation and consensus-building.
- Superior English language skills (written and spoken) are essential; ability to communicate in French is considered an asset.

WORKING CONDITIONS

Work is performed in an office environment that demands attention to detail and continuous deadlines, therefore the incumbent must have the ability to balance competing priorities to ensure effective management of the municipality's programs, human and financial resources.

The position requires attendance at meetings and other functions that extend beyond the hours of a normal work week.