

**Position Description for the Chief Administrative Officer
Town of Caledon**

MANDATE:

Accountable to the Mayor and Council, the Chief Administrator (CAO) is responsible to ensure that the highest quality professional advice is provided by the Town's Administration to Council to enable outcome focused and informed decision making.

The CAO is also accountable to the Mayor and Council for ensuring that the decisions taken by Council are successfully implemented by the Administration in accordance with the direction of Council.

The CAO establishes and fosters a culture throughout the organization that maintains a collaborative Council-Staff relationship and that promotes exemplary customer service, informed resident engagement, trust and confidence in the operations of the Town and the enthusiastic engagement of staff.

The CAO provides visible leadership and direction to the Senior Management Team and through that Team to the staff in the Town.

RESPONSIBILITIES:

Develops a Vision for the organization and provides visible leadership to deliver Council's strategic priorities through exemplary customer service, productivity, professionalism, innovative solutions and adherence to the corporate values;

Champions open communication with members of Council, staff, residents and business in the community that enables the delivery of Town services, the resolution of issues and the promotion of Council priorities;

Guides the strategic corporate processes including the development and implementation of corporate strategic plans, financial and purchasing control plans, risk management plans including environmental risk, and capital and service delivery master plans;

Ensures that the day to day operations of the Town are carried out in accordance with, and in support of, the directions of Council through the delegation of appropriate duties and responsibilities to the Senior Management Team;

Exercises financial control over all Corporate operations in conjunction with the Chief Financial Officer/Treasurer and Senior Management Team, to ensure compliance with the annual estimates of revenue and expenditure approved by Council;

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Establishes and ensures the appropriate use of reporting systems to Council and Committees;

Ensures the provision of expert advice on policies and proposals in response to Council requests, emerging legislation/regulatory requirements, technology and service delivery innovations, crisis situations and general business trends;

Provides oversight of the Town's population and economic growth ensuring recommendations are made to Council on appropriate infrastructure and service levels with a balanced approach to revenues and capital and operating expenditures;

Directs, coordinates and assists the planning and implementing of innovative, difficult and/or complex tasks that may cross departmental boundaries or intergovernmental and/or private sector jurisdictions;

Represents the interests of the corporation on federal, provincial, regional or local municipal intergovernmental issues and with boards, agencies and commissions;

Recommends to Council the appointment, employment, suspension or dismissal of Senior Management Team members reporting directly to the CAO.

DUTIES:

Attends meetings of Council and Committees as required;

Supports staff, the Office of the Mayor and members of Council as required to achieve expeditious resolution of complex issues, adherence to Council directions and achievement of organizational priorities;

Directs, in co-operation with the Chief Financial Officer/Treasurer and the Senior Management Team, the preparation and presentation of operating and capital budgets on an annual basis;

Reviews on a regular basis reports and information regarding progress and accomplishments of programs, service delivery and projects, including the status of revenue and expenditures and gives corrective direction as required;

Ensures regular reporting to Council on the status of revenues and expenditures, service delivery outcomes and risks against Council approved expectations;

Ensures that the development and implementation of corporate policies relating to personnel management, including those related to occupational health and safety, and diversity and inclusion, and as required by the Municipal Act, are kept current;

Provides direction and regular oversight of the Town's economic development progress, including commercial, residential and industrial expansion;

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Champions environmental sustainability throughout the organization ensuring that all policies, programs and services are kept current with best practices;

Models behavior that promotes constructive collective bargaining processes for unionized employees and the fair administration of Collective Agreements;

Evaluates the performance of all Senior Management Team members recognizing achievements, developing skills and improving overall individual or departmental performance;

Reviews from time the organizational structure within the Town and advises Council on changes that are required;

Ensures processes are in place to guide the implementation, management, enforcement and evaluation of all by-laws and programs approved by Council;

Develops and maintains productive relationships with provincial and federal administrative leaders and develops positive external relationships with key influencers and collaborators;

Acts as the Town's key representative on organizational and operational issues to the public and in the media;

Performs any additional duties which may, from time to time, be assigned to the CAO by Council.

QUALIFICATIONS, SKILLS, EXPERIENCE:

- A University degree and/or professional qualification in a relevant field such as public administration, business, and finance or in some other acceptable combination of education and management experience;
- Track record of success as a leader with extensive experience developing senior leaders/leadership teams in the public sector organizations of comparable size and complexity;
- Demonstrated ability to create and communicate a vision and engage others in its achievement;
- Proven ability to be able to enhance organizational performance and deliver results by fostering creativity, being open to new ideas and championing new solutions or processes where warranted;
- Demonstrated ability to successfully initiate, facilitate and/or implement change in a municipal environment;

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- Strong analytical problem-solving skills using critical thinking and engagement of key contributors;
- Experience optimizing human, financial and physical resources;
- Experience implementing qualitative and quantitative measurement assessments, plans and controls;
- Experience in being able to successfully navigate the formal and informal channels and networks in a municipality including with Council, the senior management team, management groups, Unions, the media and the private sector;
- Ability to build and maintain strong and reciprocal relationships;
- Outstanding communication skills (listening, oral and written).

(Nov 2019)