

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Job Descriptions - Chief Administrative Officer	Number: 1.1.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 2005	Revision Date: December 1, 2014

Job Title

CHIEF ADMINISTRATIVE OFFICER

Position Details

1. PURPOSE AND OBJECTIVES

To provide management for all functions of the Town, to manage Municipal resources, to provide quality services and programs to the taxpayers of the town, in accordance with statutory and regulatory guidelines, Town By-laws and policies and within budgets approved by the Council.

2. EDUCATION / QUALIFICATIONS

A. Education

Degree in Public Administration, or Diploma in Municipal Administration

B. Qualifications

- 1) Demonstrated successful performance in all aspects of municipal administration or related public administration experience preferred.
- 2) Possess good communication and organizational skills.
- 3) Must be knowledgeable in public accounting practices.

3. HOURS OF WORK/ SALARY AND BENEFITS

This is a 35 hour a week, 8:30 a.m. to 4:30 p.m. position that also includes recognition of overtime hours included in annual salary expected to be incurred in the position for managing the overall activities of the Town, attendance at meetings, conventions and training associated with the position responsibilities. Salary and Benefits package for the position shall be as approved by Council from time to time.

4. ACCOUNTABILITY

The CAO is the Chief Officer and head of the administrative branch of the Town's government and shall be responsible to Council for the proper administration of all the affairs of the Town within statutory and regulatory guidelines, Town Bylaws and policies and within budgets approved by the Council.

5. MANAGEMENT RESPONSIBILITIES

The CAO shall:

- 1) Act as chair of the Management Committee, providing leadership and direction as needed;

- 2) Provide leadership, supervision and direction, encouragement, and training, to employees reporting to the position;
- 3) Develop plans for optimal use of financial and physical resources, and include ensuing recommendations in the annual operating and Capital Budgets to be presented to the Council;
- 4) May attend all Community Services Advisory Panel meetings, offering comments and recommendations for consideration on matters before the Panel;
- 5) Attend all Council and Committee of the Whole Council meetings, reporting on the operations of the Town, presenting and commenting on recommendations and reports coming from staff and the Management Committee;
- 6) Prepare annual performance appraisals on all employees, including exit interviews with employees, reporting to the position, reviewing same with incumbent employees, in accordance with policies and procedures approved by Council.
- 7) Hire, dismiss, and discipline all employees of the Town, in accordance with policies and procedures approved by Council, with power to further delegate this authority.

6. CONTACT

The Chief Administrative Officer shall:

- 1) Maintain good public relations in dealing with citizens at large, in all matters pertaining to Town operations;
- 2) Keep informed of developments in the field of Municipal administration, analyze and report on effectiveness and efficiencies of those developments and possible benefits for the Town.
- 3) Confer with Provincial, Federal and other local Municipal authorities respecting funding programs, and regulations of interest and that will impact on the Town.
- 4) Attend seminars, conferences, courses and meetings which relate to Municipal Administration, subject to budget appropriations, so as to broaden his/her knowledge, and keep as up to date as possible in the field of Municipal Administration.

7. SPECIFIC DUTIES AND RESPONSIBILITIES

A. The Chief Administrative Officer shall:

- 1) Coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
- 2) Ensure the annual budgets are prepared and submitted to Council;
- 3) Be responsible for the administration of the budget after adoption;
- 4) Review the drafts of all proposed by-laws and policies and make recommendations to Council with respect to them;
- 5) Carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, direct.

B. The Chief Administrative Officer may

- 1) Attend all meetings of the Council and any board, committee, commission or corporation of the town and make observations and suggestions on any subject under discussion;

- 2) Act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and any trade union or employee association and recommend to the Council agreements with respect to them;
- 3) Subject to policies adopted by the Council:
 - a) make or authorize expenditures, and enter into contracts on behalf of the Town, for anything required for the Town where the amount of the expenditure is budgeted or within the amount determined by Council by policy, and may delegate this authority to employees of the Town,
 - b) sell personal property belonging to the Town that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by the Town, and may delegate this authority to employees of the Town,
 - c) personally, or by an agent, negotiate and execute leases of real property owned by the Town that are for a term not exceeding one year, including renewals,
 - d) establish departments of the municipal administration,
 - e) adopt a system of classification of positions of municipal officers and employees and specify positions that may not be filled by the same person, determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system,
 - f) where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved and the nature of the security to be given;
- 4) Authorize, in the name of the Town, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of legal action, defence or proceeding to Council at the next meeting and may, if the Council so provides by policy, delegate this authority to employees of the Town;
- 5) Where the Council so provides by policy, settle a legal action or proceeding in accordance with the policy;
- 6) Supervise the performance of all contracts or agreements entered into by the Town and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to Council, on a regular basis respecting such contracts;
- 7) Obtain information regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when, in the opinion of the CAO, such reports are deemed necessary;
- 8) Coordinate and direct recommendations, either oral or written, to Council regarding the upgrading, assessment and definition of programs, policies and plans or any such changes that are necessary to maintain the operation of Town government;
- 9) Review the administrative operation of the Town and recommend any alteration or addition that would upgrade the efficiency and effectiveness of same;
- 10) Act as Personnel Director within the scope of the duties of the CAO and carry out such duties in accordance with the policies established by Council;
- 11) Be the official liaison between Council and staff;

Certification

Employee

Witness

Date

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 1st day of December, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 2nd day of December, 2014.



Rachel L. Turner
Chief Administrative Officer