



POSITION DESCRIPTION

TITLE:	Chief Administrative Officer (CAO)
ORGANIZATIONAL RELATIONSHIPS: REPORTS TO:	Mayor and Council
SUPERVISES:	Director of Corporate Services Director of Development Services Director of Finance Director of Works and Infrastructure Fire Chief General Manager of Electrical Utilities Manager of Human Resources Director of Community Services Indirectly: All other District staff
REVISION DATE:	01: May 30, 2019 02: Sep 14, 2020

POSTION SUMMARY:

Reporting directly to Council, the Chief Administrative Officer (CAO) of the District of Summerland is responsible for ensuring that Council policies and programs are implemented. The CAO provides information, advice and support to Mayor and Council and assists in developing policies, programs and strategies at their direction. The CAO also assumes full responsibility for District operations and services providing direction and reinforcement for corporate values while upholding high ethical standards and providing leadership, inspiration and oversight of District staff.

KEY RESPONSIBILITIES:

1. Provides information, advice and support to Mayor and Council.
 - Provide advice and guidance to Council on identified issues including ongoing briefings and meetings held on scheduled and as-needed basis. Provide advice to Mayor and Council on potential areas of conflict/pecuniary issues.
 - Ensure relevant training and orientation programs are in place for Council members.
 - Identify concerns of the Mayor; address his/her expectations, needs and issues.
 - Guide policy and procedure development, implementation and adherence.
2. Leadership of the administrative team.
 - Provide ongoing, consistent leadership to the senior management team and through them to the full administration.
 - Determine appropriate organizational structure, delegate and empower within reasonable limits and ensure the corporation has appropriate succession plans.

- Provide inspiration and modeling of a desire to be the best to staff. Maximize the talents of subordinates by ensuring adequate training, mentoring and coaching. Determine appropriate performance indicators, recognize and celebrate good performance results and deal with poor performance issues fairly and promptly.
 - Responsible for providing ongoing oversight to corporate performance including regular reporting to Council.
3. Fiscal Management.
 - Ensure the development of a comprehensive, inclusive and transparent process of business planning and budgeting.
 - Provide Council with accurate, comprehensive advice on the current status of the fiscal condition of the District.
 - Ensure that Council provides guidance to administration in the development of both plans and budgets.
 - Ensure appropriate financial controls and audits are utilized. Advise Council on the status of any changes required by the external auditor; acting promptly on audit recommendations.
 4. Develop and Maintain External Relationships.
 - Act as the primary staff liaison with senior level Provincial and Federal Government staff.
 - Ensure appropriate mechanisms are in place to facilitate community input and engage the public.
 - Develop and maintain effective relationships based on respect, trust and integrity with the Community, Community Leaders, other levels of government and the media.
 - Maintain appropriate boundaries assuring equal treatment of all stakeholders.
 5. Development of the Corporate and Community Strategic Plans.
 - Understand, support and sponsor the District's Vision, Mission and Goals.
 - Provide leadership, guidance and advice in determining Council and Corporate level strategic plans, goals objectives and annual priorities.
 - Keep up to date on emerging issues and potential new initiatives with an open mind.
 - Identify and understand broad issues, problems and opportunities and recommend action.
 6. Uphold the District's Code of Ethics and personally demonstrate the highest level of ethical behaviour.
 - Personally, demonstrate and foster a workplace culture of honesty and respect for others.
 - Encourage and emulate trust and cooperation and maintain confidentiality.
 - Ensure the corporation complies with the Community Charter, Local Government Act, other relevant Acts and bylaws.
 - Utilize District resources (financial, human resources and other) effectively and efficiently in the best interest of the community.

This position description contains elements necessary for the identification and evaluation of the position. The incumbent may be required to perform other related duties.

QUALIFICATIONS, SKILLS and ABILITIES:

- University degree in public or business administration, or a related discipline;
- Extensive experience at a senior management level, preferably including:
 - Experience in local government;
 - Experience in management of staff, preferably in a unionized environment;
 - Experience in the public consultation process.
- Thorough knowledge and understanding of the Community Charter, Local Government Act and other relevant legislation;
- Strong team leadership skills that result in empowering staff to achieve their highest potential, and subsequently provides a high level of customer service to our community;
- A forward-thinker with effective strategic planning skills and the ability to implement the District's goals and objectives;
- Demonstrated business and political acumen;
- Extensive experience mediating and resolving conflicts and negotiating complex matters;
- Skilled communicator and presenter, with the ability to prepare clear and concise written reports and oral presentations.