



JOB DESCRIPTION

Chief Administrative Officer/Clerk

Township of Hornepayne

TITLE: Chief Administrative Officer/Clerk

REPORTS TO: Mayor & Council

LOCATION: Township Office (Primary)

SUMMARY: The Chief Administrative Officer/Clerk (CAO) is Council's "one employee" and the Township's chief of staff. The CAO leads the Township's Senior Management Team and is ultimately responsible for strategic oversight of all human, physical and financial resources of the Township. The CAO is the Township's administrative and management content expert and provides strategic and operational advice to Council on a full range of matters. As Clerk, it is expected that the statutory duties be carried out as per the Municipal Act.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. As chief of staff the CAO is the liaison between Council and staff.
2. Acts as the principal policy advisor to Council.
3. Ensures implementation of best practices.
4. Exercises general control and management of the affairs of the Township for the purpose of ensuring its efficient and effective operation.
5. Directs the development of, and adherence to, the Township's Strategic Plan goals and objectives, including reporting annually to Council.
6. Directs all mission critical strategic initiatives such as, but not limited to Service Delivery, Economic Development, Business Attraction and Retention, Community Improvement Plans, Official Plan, Long Range Capital Forecasts, Master Plans etc.
7. Provides executive leadership to the Senior Management Team, three (3) Department Heads and the Economic Development Officer (EDO).
8. Directs the development and reporting on all annual Departmental Work Plans and the Advance Radar.
9. Directs the development and recommended changes to comprehensive annual operating and capital budgets.
10. Directs the activities of the Treasurer and managers with respect to annual updates to the Asset Management Plan, Tangible Capital Assets and long-range capital forecasts.
11. Directs and implements comprehensive business improvement strategies.
12. Reviews and provides "CAO Concurrence" on all staff reports, By-Laws and resolutions prior to rising to Council.
13. Follows prescribed timelines for delivery of operational and project-based initiatives.
14. Acts as the staff media representative for the Township.
15. Directs the implementation and maintenance of a Township Succession Plan.
16. Ensures annual employee performance reviews are completed on time.
17. Directs all labour and employee relations matters, including collective bargaining, hiring, firing and discipline.
18. Provides executive advice and support to the Mayor with respect to the roles and responsibilities of the Head of Council as set out in the *Municipal Act* and Township By-Laws.

19. Prepares and presents reports to Council and Township committees.
20. Serves as an active member of the Township's Emergency Management Coordinating Committee, and other committees as assigned by Council.
21. Required to fulfill the statutory duties of the Clerk pursuant to the requirements of the *Municipal Act* or other Acts.
22. Attends Council meetings and oversees Council agenda preparation.
23. Administers access requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
24. Liaises with other levels of government and agencies.

DIRECT REPORTS:

Manager of Public Works
Client Services Manager/Treasurer
Deputy Clerk
Economic Development Officer
Fire Chief

INDIRECT REPORTS:

8 Full-time
3 Part-time
8 Seasonal
1 Contract
26 Volunteer Firefighters

SKILL

EDUCATION/EXPERIENCE:

3-year Community College Diploma or University Degree in Business, Public Administration, Accounting, Planning, Engineering or related fields.

Minimum 12 years municipal (or related) progressive experience with at least 5 years in a supervisory capacity, including a sound knowledge of municipal budgeting and finances.

The Township may consider a different combination of education and experience where appropriate, if candidates possess at least five years of municipal supervisory experience.

ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

Certified Municipal Officer (CMO) or ability to acquire certification within a specified time frame.
Executive Diploma in Municipal Management or ability to acquire it within a specified time frame.

DESIRABLE:

Accredited Ontario Municipal Clerk (AOMC)

EFFORT:

Ensures inquiries or complaints from the public, agencies or Council members which cannot be resolved by managers, are acted upon expediently.
Handles and balances multiple shifting priorities.
Requires significant attention to detail while developing budgets, critical strategies and comprehensive reports.

WORKING CONDITIONS:

General office conditions. Potentially long and stressful hours.

Prepared: July 2024