

# **CHIEF ADMINISTRATIVE OFFICER**

## **Position Description**

### **POSITION SUMMARY**

The Chief Administrative Officer is accountable for the overall strategic planning, leadership, and coordination in the activities and delivery of services to the City of Kenora which meet municipal objectives, policies, and plans as set out in enacted bylaws, resolutions, policies and the formal request of Council.

### **PURPOSE OF POSITION**

To serve under the direction of the Mayor & Council as the senior administrative official for the City of Kenora through focused and decisive action. Act in a leadership role to a senior management team in addressing key issues and advising Council based on initiative, innovation and creativity.

### **SCOPE OF POSITION**

Follows administrative policy, by-laws and contractual agreements; ensures adherence to provincial regulations respecting statutory obligations, employment and working conditions, and health & safety.

Works independently within policy, regulatory and budgetary guidelines. Receives direction and provides status reports and updates at regular Council meetings.

Assesses administrative matters involving human, public and government relations which are outside policy or in which policy is not clearly defined (i.e. employee discipline, media information requests, complaints from public). Takes or directs action and composes policy recommendations based on assessment of probable outcomes.

### **SUPERVISION EXERCISED**

Reporting directly to the administrator are senior administrative staff:

- Manager of Finance and Administration
- Manager of Operations
- Manager of Human Resources
- Manager of Emergency Services
- Manager of Recreation Services
- City Clerk

Supervisory authority extends to:

- Performance review in relation to policies of Council;
- Recommendations to Council concerning appointment, discipline, dismissal and wage adjustment in accordance with approved policy;
- Interpretation of personnel policies and collective agreements;
- Co-ordination of departmental efforts; resolution of disputes between Departments/Units;
- Recommendations to Council regarding changes in organizational structure.

Administrative authority extends to:

- Co-ordination of negotiation of collective agreements and final response to employee grievances/disputes;
- Approval of disciplinary action;
- Recommendations to Council on effective conditions of work, benefits and compensation.

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Provides clarity and advice to senior staff within municipal boards (i.e. Library, Museum, etc.) with regard to administrative matters, employee and labour relations and Policy development, and monitors budgets and related matters of other Boards where the City of Kenora is funding partner.

Required to ensure municipal workplaces meet health and safety regulations through communication of standards and provision for adequate training of subordinates.

### **RESPONSIBILITIES**

#### **FINANCIAL**

Participates with senior administrative and management staff in preparation and review of annual budgets and program proposals and provides recommendation and advice to Council during deliberations.

Capital projects – Takes a leading role in coordinating applications and soliciting financial support for special funding grants

Extraordinary Expenditures – Approves extraordinary expenditures as provided by the City of Kenora Purchasing Policy

Tendering – Participates with senior staff in preparation and review of tender specifications, and in co-operation with the City Clerk co-ordinates public tender opening process.

Insurance Coverage – Ensures that all real property and other property owned by or invested in the name of the City of Kenora is adequately insured

Real Property – Coordinate with the appropriate Manager, for the negotiation, purchase, lease or sale of real property on behalf of the City of Kenora.

#### **PLANNING & POLICY DEVELOPMENT**

Develops with Council, for Council's approval, a corporate strategic plan  
Works with municipal committees, administrative staff, department heads and outside consultants to co-ordinate information requirements for special purpose or initial funding applications. Compiles information from various sources and prepares commentary as required to complete application details

Attends all Committee of the Whole and Council meetings and meetings of other Committees of Council as requested to provide activity and status reports and advise on matters under discussion

Recommends to Council, for Council approval, the appointment, discipline and/or dismissal of department heads; appoints, employs, disciplines and dismisses non-union employees (except department heads and statutory officers) and employees covered by collective agreements.

Create and re-organize such administrative departments of the City of Kenora as may be considered necessary and proper to fulfill the functional obligations of the City, subject to the approval of Council.

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Studies matters and issues as directed by Council and provides information reports or develops position papers and policy recommendations as necessary

Initiates policy recommendations based on issues and problems which come to light through difficulties experienced in administration of current policies, legislative changes and emerging issues within the organization, community and region

Sits by appointment on ad hoc committees formed to advance local facilities through expansion or enhancement

Negotiates agreements with other organizations and individuals on behalf of the City of Kenora

### **POLICY IMPLEMENTATION & ADMINISTRATION**

Establish communication links with Mayor and Council Members as requested to address issues and concerns (e.g. complaints received by Councillor from citizen or business operator)

Coordinate the administration of Council approved salary plans affecting employees reporting directly to the Chief Administrative Officer.

Meets regularly and informally with senior staff and department heads to request and exchange information (e.g. to relay policy changes, discuss and resolve mutual and departmental problems, hear recommendations, approve or direct action).

Responds to complaints or reports regarding municipal services from citizen (received directly or referred by others). Investigates through discussions with appropriate personnel. Directs action to resolve or overcome difficulties and disputes and provides verbal or written explanation or apology to external legislated policies

Composes non-standard memos, letters and documents as directed by Council or as required to bring matters to Council's attention (e.g. to advise Ministry officials of Council's decisions or intent, to seek comments, input or information from Department Heads, to draft agreements/contracts such as land leases, to set out alternatives or issues and recommendations for action)

Advises municipal department heads on all facets of employee and labour relations. Hears and responds to grievances and disputes. Represents the City of Kenora in arbitral appeals

Liaisons with legal representation of the Municipality, and institutes legal action through legal counsel as required to meet statutory and policy requirements within budget or as may be authorized by Council.

### **ADVANCE COMMUNITY & REGIONAL INTERESTS**

Establishes and develops contacts at all levels of government as required to obtain information and services, support and co-operation, and avenues through which the needs and concerns of the community and region can be heard

Liaisons with elected and appointed officials at government ministries and agencies in soliciting financial support and acceptance of funding applications

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Suggests alternate avenues for information and assistance and refers senior managers and administrators to government contacts as requested.

**OTHER DUTIES** Performs tasks as required by Council.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

### **WORKING CONDITIONS**

Works in City Hall Building. Work is subject to ongoing deadlines with significant fluctuations in workload received.

Spends 90% of the average workday indoors in private office surroundings. 5% of work year is spent in general office with attendant exposure to interruptive noise. The balance of the work year is spent in local travel.

The noise level in the work environment is usually quiet. There may be frequent interruptions due to unanticipated calls/queries/requests.

Usual hours of work: 40 hours per week.

Additional hours average up to 20% in excess of the normal work year mainly due to after-hour attendance at Committee/Council meetings and to work backlog.

Requirements for overnight travel average 6 to 8, 2-day trips per year to attend conferences and seminars.

Exposure to work related hazards is rare to non-existent.

### **WORKING RELATIONSHIPS**

With Council

- Provides advice to Council in matters of policy development through initiation of policy and planning recommendations and through development of policies in response to directions from Council.

With Managers

- Provides information, analysis and reports and advice as required. Coordinates financial requests and budget preparation.

### **KNOWLEDGE & SKILLS**

The Chief Administrative Officer Position requires:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, and community development.

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Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment.

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, members of Council and the public; ability to efficiently and effectively administer a municipal government.

Excellent verbal and written communication skills.

Possess a valid drivers license and access to personal transportation

### **EDUCATION & EXPERIENCE**

Degree in Public Administration, Political Science, or Business Administration;

Municipal accreditation;

Experience and familiarity in a computerized environment is essential;

Minimum of ten (10) years senior level experience in the public sector including a minimum of five (5) years supervisory experience;

Or any equivalent combination of education and progressively responsible / supervisory experience.