



An ocean of opportunity

Chief Administrative Officer Job Description

Objective

Performs and supervises the performance of administrative, clerical and other duties related to the effectiveness, efficiency and financial goals of the municipality.

Knowledge

- It is the responsibility of the employee to maintain a clear knowledge of the operations of the Municipality.
- Each employee must adhere to the policies & procedures of the Municipality.
- Each employee must have knowledge of modern office procedures and methods including telephone, communications and office systems.
- Each employee must have knowledge of modern business communication, including style and format of letters, memos, minutes and reports.
- Each employee must possess skills to use a computer and various software packages.
- Each employee must have the ability to establish priorities, work independently and proceed with objectives without supervision.
- Each employee must have an ability to handle and resolve recurring problems with their work environment.
- Conduct the affairs of the Municipality in a professional and courteous manner at all times

Special Requirements

- A Bachelors Degree in Business Administration or equivalent.
- Five years municipal experience or in a related field.
- Member in good standing with the Association of Municipal Administrators of Nova Scotia.
- Possess a Certificate in Local Government Administration or equivalent, or be willing to obtain the same.

Duties/ Responsibilities

1. The Chief Administrative Officer shall be responsible to the Municipal Council for all affairs of the Municipality.
2. The Chief Administrative Officer shall be the Chief Executive Officer and the head of the administrative branch of the municipality: to be fully knowledgeable of and to act in accordance with the *Municipal Governement Act* and its regulations, including performing all responsibilities of the Chief Administrative Officer outlined in that act.
3. The Chief Administrative Officer shall hold the offices of Municipal Clerk and Treasurer as defined in the Municipal Act, unless another is appointed to do so by the Chief Administrative Officer.
4. Administer the day to day affairs of all departments of the Municipality in accordance with the policies and plans approved by Council.
5. To prepare and submit the annual operating and capital budgets and coordinate its implementation once finalized and approved by Council.
6. Present recommendations to Council, either directly from the Chief Administrative Officer or from a department head or Officer with comments and/or a notice in writing of agreement from the Chief Administrative Officer.
7. To maintain accounts and records related to the financial status of the municipality to ensure records are accurate, current and completed and reported to Council on a regular schedule.
8. Attend or be adequately represented at all meetings of Council, Committee of the Whole and any other such meetings as Council or the Warden may direct and make at such meetings any recommendations as may be required for the efficient conduct of Municipal business.
9. Prepare and submit reports and recommendations to Council as are, in the opinion of the Chief Administrative Officer or Council, required for the efficient conduct of Municipal business.
10. Conduct a review of the administrative operations, when deemed necessary by the Chief Administrative Officer or Council and report and recommend to Council regarding any suggestions for improvement to the efficiency of Municipal Operations.

11. Be responsible for the employment, promotion, demotion, transfer, suspension and or dismissal of any employee of the Municipality.
12. To ensure funds received by the municipality are deposited accurately and on a timely basis to ensure payment of accounts payable are authorized and remitted accurately and on a timely basis.
13. To assist with the development, implementation and maintenance of municipality policies and procedures to ensure policies and procedures are effective, accurate and comprehensive.
14. To have current knowledge of all relevant policies, procedures and laws including the *Municipal Government Act*.
15. Establish departments of the municipal administration of the Municipality of the District of Barrington.
16. Adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person.
17. Sell property belonging to the District of Barrington that in the opinion of the Chief Administrative Officer, is obsolete, unsuitable for use, surplus to requirements or no longer needed by, in the manner described by policies.
18. Negotiate and execute leases of real property owned by the District of Barrington that are not exceeding one year.
19. Supervise the performance of all contracts or agreements entered into by the Municipality
20. To promote effective employee relations to ensure municipality policies and procedures are consistently applied.
21. To assist in the recruitment, selection, training and motivation of employees involved in the activities of the municipality and to ensure an appropriate number of competent employees are available to perform necessary tasks to operate within the staffing and training budgets.
22. To manage employees consistently according to municipality policies and procedures to maximize employee performance to ensure job descriptions and performance standards are current, accurate and measurable to ensure performance evaluations are conducted at least annually.
23. To maintain employee records and files to ensure files are accurate, complete and current for all human resource purposes to maintain confidentiality to maintain record of employees receipt of human resource policy.

Statement of Understanding

This job description has been compiled to guide the employee in his/her daily activities with the Municipality. It is also intended to be used by Council as a way to evaluate the performance of the employee. Although every effort has been made to include all work that may be expected of an employee, this job description is in no way to be considered final. With this in mind this job description will continue to grow and be complete. Council along with the employee will review this description on an annual basis.