



**CHIEF ADMINISTRATIVE OFFICER (CAO) - [RE-POSTING]  
SALARY \$75,000 - \$90,000 per annum**

**Applications along with a cover letter & 3 references will be received up to Wednesday May 8, 2024. Send applications to [jobs@borden-carleton.ca](mailto:jobs@borden-carleton.ca)**

**NATURE OF WORK:**

This is a highly responsible administrative position managing the various operations of the municipality, supervising all Town staff and assuming overall responsibility for the effective management of the affairs of the Town. The Chief Administrative Officer provides highly effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the unique qualities and needs of the Town of Borden Carleton. As the most senior leader of the organization, the incumbent provides forward thinking leadership, technical and managerial expertise to guide the organization in delivering the programs and services as identified by Council. The work is performed with wide latitude for independent judgment and action under the overall direction of Town Council.

*Note:*

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*The confidentiality of Town affairs shall be respected and practiced at all times.*

**Reports directly to Borden-Carleton Town Council.**

- The Chief Administrative Officer is the direct liaison to Town Council for all Town departments, staff and projects.
- Works closely with the Town staff to ensure a commitment to a high level of public service in delivery of the goals and priorities set by Council.
- Develops and fosters close working relations with various external government agencies, developers, consultants, and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.
- As the most senior staff member for the Town of Borden-Carleton the Chief Administrative Officer sets the priorities for all Town departments providing the strategic framework to assist the organization in meeting the goals of Council, and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

## **PRIMARY FUNCTIONS AND ACCOUNTABILITIES:**

- Provides leadership and accountability in achieving the goals and objectives of Town Council.
- Ensures that there is a proactive and shared customer focus to effectively communicate and address Council's policies.
- Co-ordinate, direct and supervise the implementation of the strategic plans, policies and programs of the Council.

Ensure that any Resolutions of the municipality are complied with.

Ensures that all minutes of Council are recorded and prepared for approval at the next regular meeting of Council.

- Act as the Chief Advisor to Council and to provide such information and reports as are required to make effective policy decisions or as required by Council.
- Assume full control and direction of all employees of the town, subject to any personnel policies approved by the Town.
- Attend all meetings of Council as required by the Municipal Government Act.

Advise and inform Council on the responsibilities and administration of any Bylaws, the Municipal Government Act and other relevant Acts.

- Act as Ex Officio member of all Committees created by Council.
- Ensure the effective and economical operation of all Departments.
- Provide effective supervision of all Department Managers through counselled leadership.
- Prepare the Town's annual Operating and Capital Budgets for presentation to the Finance Committee and Council.

Stay informed and abreast of any federal, provincial and local funding programs, grants etc. and prepare project proposals and funding applications for submission to various potential funding partners.

- Maintain positive public relations in dealing with the citizens at large respecting inquiries and complaints and in the general conduct of Town business.

Maintain positive public relations in dealing with the media and respond to inquiries through the preparation of press releases and oral interviews and assist and advise Council on media affairs.

- Discharge such others duties, responsibilities and functions as may be assigned from time to time by Council.
- Lead special initiatives as instructed by Council.
- The work is performed with a wide latitude for independent judgment and action under the overall direction of Town Council.

## **COMPETENCIES REQUIRED:**

- Extensive knowledge of the principles, practices, and techniques of public administration as related to municipal operations and affairs including the basic principles of organization and budget preparation.

Strong political acumen and the ability to take direction from Council.

Respect for the partnership between administrative staff and Council.

- Strong organizational, leadership, and conflict-resolution skills.
- Demonstrated knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.

Comprehensive knowledge and a demonstrated ability to be able to interpret, municipal bylaws, provincial acts and any relevant federal legislation.

- Ability to effectively communicate with strong writing, presentation, oral and listening skills that promote understanding and clarity in a respectful manner.
- Strong analytical and critical thinking skills, the ability to analyze a variety of administrative problems, to make recommendations as to their solution, and to prepare working procedures.
- Strong leadership skills, demonstrated ability to build effective teams and to delegate authority to subordinates.
- Ability to develop and maintain effective working relationships with municipal officials, employees, other levels of government, community groups, organizations, developers and the general public.
- Knowledge of labour relations principles and related legal requirements.
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities.
- Must be currently living in Canada and legally able to work in Canada.

## **EDUCATION AND EXPERIENCE:**

- A degree in Public Administration, Land Use Planning, Engineering, Business Administration or a related field from a recognized college or university.
- A minimum of -three (3) years of experience working in municipal government in a senior leadership role.
- A minimum of three (3) years of management or supervisory experience.
- Considerable experience involved in the administration of major programs or projects.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Word & Excel and experience in Sage Accounting is an asset.
- An equivalent combination of education and experience may be considered.

***Only applications from persons currently with a permanent resident status in Canada and legally qualified to work in Canada will be considered.***

***We thank all applicants for their interest, however only those selected for an interview will be contacted.***