



## **The Corporation of the Town of Amherstburg**

### **Chief Administrative Officer**

**Reports to:** The Mayor and Council

#### **Position Mandate**

Working in partnership with the Mayor and Council, the CAO will define the future vision, plans, goals and objectives of the Town of Amherstburg and lead the team in the implementation of this vision. The CAO will be seen as the manager of an organization with a dedicated and proud staff, a solid infrastructure, and solid experience at all levels. In addition, the CAO will be the driving force behind a collaborative, consultative leadership model and will direct the senior management team, who will work together to provide the best possible advice to the Mayor and Council.

The CAO will manage change at every level of the organization, continuing to deliver and improve upon excellent service levels to clients, both internal and external, while maintaining a policy of fiscal responsibility and restraint.

The CAO's long term goal will be to successfully manage and lead the resolution of issues such as:

- The demands of an aging infrastructure, particularly increasing water capacity and carrying out road and transportation studies
- Ongoing financial stability
- Organizational change and effective team building
- The infrastructure gap between federal and provincial funding
- Greater demand for services and diminishing financial resources
- Economic development, including commercial and industrial expansion
- Environmental and sustainability issues
- Spearheading the strategic planning process
- Information technology
- Collective agreement bargaining
- Continuing to build on the Town's heritage and tourism success

#### **Responsibilities:**

- Plan, organize, direct, and control all municipal staff and operations, strategies, and delivery of services in accordance with municipal policies and legislation
- Employs, suspends or dismisses employees not covered by the collective bargaining agreement
- Maintains the overall efficiency in the operation of the Town's administration

- Attends all Council meetings
- Presents the annual operational and capital budgets to Council with the support of management
- Co-ordinates, directs, and broadly supervises the implementation of all programs approved by Council
- Reviews all reports and presents recommendations to Council for approval
- Co-ordinate, lead and direct the department heads in the preparation of internal policy and programs
- Co-ordinate, lead and direct the Department Heads in the implementation, management, enforcement and evaluation of all by-laws and programs approved by Council
- Present reports and information to Council regarding progress and accomplishments of programs and projects, the status of revenues and expenditures, status of strategic and long range planning, and the general administrative management of the corporation
- Accountable for health and safety responsibilities of all staff by adhering to the Occupational Health and Safety Act as well as the Town's health and safety policies and procedures
- Oversee the collective bargaining process and provide recommendations to Council

**Qualifications/ Experience:**

- Post-secondary education in public administration, business, finance, law or in some other acceptable combination of education and management experience.
- 10 years progressive experience at a senior management level
- Exceptional experience in the planning and execution of economic development, strategic planning and financial management
- Proven track record as a leader with extensive experience leading and managing departments/ organizations in the public sector (preference will be given to candidates with municipal government experience).
- A reputation for providing open, honest, resourceful leadership advice and support to government bodies, as well as a commitment to values of fairness, equity and diversity.
- A history of successful working relationships with politicians and staff at various levels of municipal and provincial government.
- Knowledge of the Municipal Act and other relevant legislation is an asset

**Skills and Characteristics:**

- A talent for developing and motivating highly productive teams.
- Strong political acuity.
- A natural affinity for negotiation and arbitration; able to bring consensus to diverse groups of stakeholders.
- Excellent public speaking, presentation, and communication skills.
- Has a proven capacity for handling multiple priorities and demands with ease.
- Strong decision-making skills and ability to take calculated risks.