

## **Job Posting #2024-52**

### **Job Title: Interim Chief Administrative Officer (CAO)**

Department: Office of the Chief Administrative Officer

Reports To: Council

Directly Supervises: Leadership Team, Director Human Resources

Indirectly Supervises: All municipal staff

Status: Full-time, Full-time Contract (24 months)

Hours per Week: 35

Salary: \$154,266.69 - \$187,512.67

**Application Due Date: Friday, January 24, 2025**

### **Position Summary**

Reporting directly to Council, this position is accountable for the overall leadership and administration of municipal operations as well as the execution of Council's Strategic Priorities and all other objectives, decisions and actions approved by Council. Leading and overseeing the Leadership Team, this position is responsible for providing direction and oversight to all municipal staff, while striving for continuous improvement in performance. The CAO position will inform and guide Council, providing recommendations and advice related to all operations and affairs of the Municipality. The CAO will direct the overall planning, strategy and business affairs of the Municipality of Meaford and ensure all corporate objectives, organizational initiatives, and goals are achieved in accordance with approved by-laws, policies, budgeted resources and strategies.

### **Role Specific Duties and Responsibilities**

#### **Municipal Leadership, Mayor and Council Support:**

1. Provide ongoing, consistent leadership, problem solving and advice to the Leadership Team and direct reports.
2. Provide inspiration to municipal staff by setting an example of expected behaviour and performance, maximizing the talents of subordinates through training, mentoring and coaching, determining appropriate performance indicators, recognizing and acknowledging excellent performance, and dealing with poor performance concerns fairly and promptly.
3. Ensure cooperation and coordination of all municipal operations and departments by implementing a culture of collaboration.
4. Ensure that effective human resources policies and procedures are in place, including health and safety guidelines, which foster a workplace culture that aligns with the values of the Municipality.
5. Utilize municipal resources (financial, human resources and other) effectively and efficiently in the best interest of the community.
6. Determine appropriate organizational structure, delegates, empower staff within reasonable limits and ensure the Municipality has appropriate succession plans.
7. Responsible for providing ongoing oversight of municipal activities and

performance, including regular reporting and updates to Council.

8. Provide timely proactive insight, advice and guidance to Council on identified issues and potential areas of conflict and pecuniary issues, including plans for mitigation and resolution.
9. Foster an open, timely, and honest dialogue with members of Council in regards to municipal decision making, issues, and problems.
10. Act as the primary conduit and mediator between staff and the Mayor and Council to address expectations, needs and issues.
11. Guide policy and procedure development, implementation and adherence.

#### **Financial Management:**

12. Ensure a comprehensive, inclusive and transparent process of planning and budgeting the business of the Municipality.
13. Provide Council with accurate, comprehensive advice on the current status of the fiscal condition of the Municipality, as well as any pending legal matters impacting the Municipality.
14. Provide Council with detailed information to allow them to make appropriate planning and budgeting decisions.
15. Ensure effective financial management planning, policies and procedures are in place, review annual operational workplans and capital budgets prepared by departments to ensure alignment to the Municipality's strategic priorities and direction.

#### **Municipal Development and Community Strategic Plans:**

16. Understand, support and sponsor the Municipality's Vision, Mission and Goals.
17. Provide leadership, guidance and advice in determining Council and corporate level strategic plans, goals objectives and annual workplan priorities.
18. Anticipate, identify and understand broad issues, problems, and opportunities and recommend action.
19. Champion a culture of customer service within the Municipality.
20. Keep up to date on emerging issues and potential new initiatives.
21. Champion Council initiatives to ensure that the Municipality grows in a balanced and sustained fashion in accordance with Council's approved policies and Strategic Priorities.

#### **External Relationships:**

22. Ensure appropriate mechanisms are in place to facilitate community input and public engagement.
23. Develop and maintain strong collaborative relationships with the neighbouring municipalities, local business community, service clubs, and key stakeholder groups.

24. Participate and be actively involved in the community and municipal events, while maintaining appropriate boundaries to ensure equal treatment of all stakeholders.
25. Develop and maintain effective relationships based on respect, trust and integrity with the community, community leaders, other levels of government and the media.
26. Champion accessibility, diversity, equity, and inclusion initiatives in the Municipality.
27. Act as the primary staff liaison with senior level Provincial and Federal Government staff.

### General Duties and Accountabilities (All Municipal Roles)

1. Maintain a high degree of confidentiality and security of information at all times.
2. Perform other duties as may be assigned in accordance with corporate objectives.
3. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
4. Ensure the Municipality operates in an open and transparent manner, acting at all times in accordance with the Municipal Act, and other legislation governing the activities of municipalities.

### Required Certifications and/or Health and Safety Requirements

- Possess a valid Class "G" Driver's License in good standing.

### Education, Skills and Experience

1. Degree/diploma in business/public administration, political science, finance, engineering, or related discipline with applicable professional designation or an equivalent combination of experience and education.
2. Minimum 10 years' related experience in management and supervision. Municipal experience is a strong asset.
3. Strong communication (written, oral and interpersonal), organization, analytical, problem-solving, coaching, leadership, motivation and staff development, time management, employee relations, public/media relations, and strategic planning skills.
4. Proven success in strategic thinking, business strategy, and change management.
5. Influencing and motivational skills, extensive experience mediating and resolving conflicts and negotiating complex matters.

6. Ability to be decisive and possess sufficient business acumen and political savvy to assist Mayor and Council with complex decisions and guide staff through challenging initiatives.
7. Thorough knowledge of legislation and provincial policies relative to the municipal process.
8. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
9. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.

### Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.

### Contacts and Interactions

- Communicates regularly with municipal staff, County staff, Council, boards, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials and agencies at the federal, provincial and municipal levels.

### Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #2024-52 by Friday, January 24, 2025, to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).