



POSITION TITLE: Chief Administrative Officer (CAO)

REPORTS TO: Village of Empress Council

POSITION SUMMARY: As the administrative head of the municipality, the CAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Municipal Government Act, RSA 2000, c M-26 and other enactments, or those assigned by Council.

General Responsibilities

1. Promote the Municipality's Mission and Values.
2. Organize and participate in Corporate Planning and Policy Development.
3. Plan, organize, and manage the Village staff, including, but not limited to, administration, public works, recreation, etc.
4. Establish and maintain an effective working relationship with staff, administration, members of Council, and the public.
5. Undertake strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
6. Recruit, select and train staff.
7. Prepare annual budget; control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized.
8. Maintain a high profile and public relations function in the community and province demonstrating a personal commitment to Municipal values and Guiding Beliefs.
9. Serve as an effective liaison with Community Organizations, the Provincial Government, other municipalities and local governments, and other relevant stakeholders.
10. Maintain a constant awareness of new trends and developments in the municipal leadership field.
11. Ensure workplace health & safety.
12. Demonstrate strong self-management skills and further personal development.
13. Undertake performance management reviews for direct reports at least annually (or more often as required).
14. Ensure compliance with all Village Bylaws and policies and recommend updates and changes to Council as required.
15. Ensure agenda's are prepared with appropriate background information and recommendations.
16. Ensure Minutes are recorded accurately.
14. Complete general administrative and special projects.

Strategic Responsibilities

1. Cultivate economic prosperity - Build a strong foundation to support sustainable growth
2. Cultivate an historic, creative, and active community



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3. Promote a sustainable community
 4. Cultivate Excellence in Government
 5. Cultivate Sustainable Infrastructure and Services
 6. Cultivate a Safe, Healthy and Inclusive Community
 7. Collaborate with regional partners and other levels of government
 8. Develop organizational capacity and maintain fiscal responsibility

Qualifications

- Relevant post-secondary education and professional designations, as well as 3 years experience are desirable; however, other levels of education, credentials and experience are acceptable.
- Demonstrated knowledge of the Municipal Government Act, RSA 2000, c M-26 and other enactments and related statutes.
- Experience with policy formation and administration
- Ability to provide strong futuristic leadership and strongly believe in the delegation of both authority and responsibility.
- Strong management, analytical and interpersonal skills with the ability to use tact, diplomacy, and mature judgment.
- Demonstrated leadership, management, and organizational skills

Agreed to on:

Date: _____

By:

Employee: _____

Mayor: _____