



District of Elkford

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EMPLOYEE POSITION DESCRIPTION

Position Name: Chief Administrative Officer (CAO) **Date of Revision:** September 2019

JOB 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 Council and through Section 147 of the Community Charter.

NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES

Advice and Support to Council

- Supports Council in the determination of policy and decision making by providing advice
- Keeps Council apprised of issues and developments of an operational or political nature that relate to the District's interests
- Provides advice, background information, briefing materials and presentations to Council to assist in carrying out their responsibilities
- Participates in committees and commissions as required

General Administration

- Supervises the operation of all departments of the District
- Ensures the implementation of Council directives
- In consultation with Council, from time to time reviews the organizational structure to improve service delivery and ensure effective operations
- Authorizes lawyers to defend or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the District

Business Management

- Ensure that appropriate contracts, agreements or leases are in place with firms or societies that have dealings with the District
- Manages land sales including negotiations
- Approves annual or other short-term operational contracts for the District, in accordance with the District's Purchasing Policy
- Accepting, modifying and discharging, in whole or in part on behalf of the District, encumbrances registered in the Land Title Office which are deemed to be satisfied, expired, concluded or no longer in effect

Human Resources

- Administer labour relations for the District including negotiating, grievance management and administration of the Collective Agreement.
- Recommend to Council the appointment, promotion, demotion, discipline, suspension or termination of Officers of the District of Elkford, being those employees who are designated Officers by bylaw.
- Appoint, promote, supervise, demote, suspend, discipline and dismiss exempt employees of the District
- Recommend to Council the terms, conditions, benefits and remuneration for the employment of all exempt employees.
- Through the management team, ensures there is clear definition of responsibilities for each employee, and ensures there is an effective program in place to foster the development of personnel
- Appoint a temporary acting CAO to fulfill the responsibilities of the CAO in case of absence, illness or vacancy.
- Appoint acting Department heads to administer departments in the case of absence, illness or vacancy
- performs performance reviews for all direct reports on a regular basis and provides ongoing mentoring and coaching to create a highly functioning senior team
- communicates the strategic vision and direction of the District to all employees

Qualifications

- strong management, analytical and interpersonal skills with the ability to use tact, diplomacy and sound judgement
- communicates effectively, both verbally and in writing, with diverse audiences;
- a degree in a relevant field and/or at least 5 years of progressively responsible leadership roles with a local government or similar public body, or an equivalent combination of education, training and experience.