

**DISTRICT OF ELKFORD
EMPLOYEE POSITION DESCRIPTION**

Position Name: Chief Administrative Officer **Date of Revision:** July 2012

Regular Hours: 36.5 hours per week
Classification: Exempt Position **Date of Last revision:** Feb. 2009

Schedule of hours: Monday to Friday, 8:00 am to 4:30 pm (*modified work week includes Earned Day Off in every two-week period*)

Other Hours: Attendance at Council Meetings. Overtime as required.

GENERAL ACCOUNTABILITY

The primary functions of the position include those pertaining to the Chief Administrative Officer (CAO) and at times the role of the Approving Officer (AO) or Deputy AO for the District. For statutory purposes, this position also acts as the Corporate Officer (CO) for the District.

The CAO is the chief appointed officer of the District and is responsible for the overall management of the District, for coordinating District functions to ensure the efficient and effective operation of the District, for ensuring that the policies, programs and other directions of Council are implemented, and for advising and informing Council on the operation and affairs of the District.

The AO is the officer assigned responsibility for approving subdivisions within the District as required by the *Land Titles Act*.

NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES

In order to accomplish its general accountability, this position holds the following responsibilities, duties, functions and powers:

Council and Governance

1. Provide advice and recommendations to Council on any matter within Council's jurisdiction.
2. Report to Council on administrative and operating matters of the District.
3. Report to Council on any matter of importance to the District and related organizations.
4. Attend all meetings of Council, Committees of Council and other entities created by Council and related to the District as appointed to attend.
5. Supervise and implement Council directives.
6. Prepare reports to senior government.
7. Ensure municipal and Council operations are in accordance with the *Community Charter, Local Government Act*, and bylaws of the municipality.

Administration

8. Supervise the operation of the departments of the District and other related organizations, boards, societies and agencies delivering District services.

9. Develop short and long-term plans, to ensure that an appropriate standard of management will be in place.
10. Identify management training needs and ensure that a training program with a recognized curriculum is developed and implemented to satisfy these requirements.
11. Ensure managers carry the requisite qualifications to meet regulatory requirements as directed by Provincial and other authorities.
12. Develop short and long-term plans to ensure that an appropriate standard of services and facilities will be in place.
13. Act as the principal intermediary between the District and the administration of other governments and other entities dealing with the District.
14. Liaise with Provincial, Federal and Local government employees.
15. Provide for appropriate communications with the public and potential investors in the community, including the preparation of appropriate promotional material for the District.
16. Obtain legal advice.
17. Authorize 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 or any other related organization delivering District services.

Contracts

18. Authorize the use, purchase, or sale of District facilities, equipment, or services, as per the appropriate budget or Council authorization, if required.
19. Ensure that appropriate contracts, agreements or leases are in place with firms or societies that have dealings with the District.
20. Manage land sales and authorized land purchases, including negotiations.
21. Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction, as approved by Council and in accordance with the Purchasing and Procurement Policy.
22. Approve annual or other short-term operational contracts for the District.
23. Authorize long-term or non-operational contracts as approved by Council.
24. Act as signing officer for the District as approved by Council.
25. Coordinate and monitor the completion of approved capital projects.
26. Supervise consultants hired by the District.

Human Resources

27. Administer labour relations for the District including negotiating, grievances, administration of the Collective Agreement and proper employee documentation.

28. Supervise, implement and ratify all contract negotiations with employee unions or associations of the District of Elkford.
29. Recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the District of Elkford, being, those employees who are designated officers by bylaw.
30. Appoint, promote, supervise, demote, suspend, discipline and dismiss District managers.
31. Recommend to Council the terms, conditions, benefits and remuneration for the employment of all non-contract District Employees.
32. Appoint acting department heads to administer departments in case of illness or absence.
33. Act as arbitrator between an employee and that employee's manager subject to the terms of any applicable collective agreement with an employee union or association.
34. Provide an annual evaluation to Council of the Officers and managers of the District.

Risk Management

35. Prepare, process and approve all statutory right of ways, license of occupation, covenants and encroachment agreements for the District.

Approving Officer

36. Develop plans to identify land area suitable for industrial and residential development and the development.
37. Supervise and provide guidance and input to the Building Inspector.
38. All the duties required as stated in the Land Title Act, and other local subdivision requirements.
39. Approve all subdivision plans within District boundaries as the District Approving Officer.

Additional Powers, Duties and Responsibilities

40. Act and carry out the statutory responsibilities as Corporate Officer (*Community Charter – Section 148*).
41. Exercise whatever additional powers and discharge whatever additional duties and responsibilities that Council from time to time may assign.