

Village of Salmo



CHIEF ADMINISTRATIVE OFFICER JOB DESCRIPTION

SUMMARY OF POSITION:

Under direction of Council through the Mayor, the Chief Administrative Officer (CAO) is responsible for the overall management of the operations of the Village of Salmo (Village). The Village operates under a one-employee model and, as such, the CAO is the critical conduit between the Council and the Village, ensuring that the policies, programs, and direction of Council are implemented; and ensuring that Council has the appropriate level of information and advice on the operation and affairs of the Village.

The CAO additionally holds the responsibility of

- Corporate Officer, responsible for ensuring the statutory duties of the Village are carried out in accordance with sections 147 and 148 of the *Community Charter*, and for providing oversight and guidance to Council and staff to ensure compliance with legislation;
- Privacy Officer, carrying out all duties, powers and functions as head of the Village under the *Freedom of Information and Protection of Privacy Act*, except the power to delegate this duty; and
- Approving Officer, under the *Land Title Act*.

RESPONSIBILITIES:

As CAO, responsibilities include, but are not limited to:

- Overall management of the operations of the Village;
- Ensuring that policies, programs and other directions of the Council are implemented;
- Advising and informing the Council on the operation and affairs of the Village;
- Ensuring that accurate minutes of the meetings of Council and Council committees are prepared and that the minutes, agendas, bylaws and other records of the business of the Council and Council Committees are maintained and kept safe;
- Ensuring that access is provided to records of the Council and Council Committees, as required by bylaw or authorized by Council;
- Administering oaths and taking affirmations, affidavits and declarations required to be taken under the *Community Charter* or any other Act relating to municipalities;
- Certifying copies of bylaws and other documents, as required or requested;
- Accepting, on behalf of the Council or Village, notices and documents that are required or permitted to be given to, served or filed with or otherwise provided to the Council or Village;
- Keeping the corporate seal and having it affixed to documents as required;
- Carrying out all duties, powers and functions as head of the Village under the *Freedom of Information and Protection of Privacy Act*, except the power to delegate this duty;
- Carrying out all duties, powers and functions as approving officer under the *Land Title Act*;
- Managing all employees of the Village;
- Working within Council budgets to set the terms, conditions, benefits and remuneration for employment of all employees of the Village, subject to budget approval;

- Acting as the principal intermediary between the Village of Salmo and the administration of other governments and all other entities dealing with the Village;
- From time to time re-organize the administrative structure to improve the efficient and effective operation of the Village;
- Obtain legal advice;
- Authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board or any other person for or on behalf of the Village;
- Authorize settlement of claims against the Village;
- Authorize the use or budgeted purchase or sale of Village facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- Ensure that the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council in the budgets and financial plans of the Village are issued and awarded as outlined in the approved policy of the Village.

REQUIRED QUALIFICATIONS

- A degree in public or business administration, or a related field, with 5 years of directly related, progressive management and leadership experience in a government setting. An equivalent combination of education and experience may be considered;
- Experience managing multiple functions;
- Experience managing diverse groups of stakeholders.
- Demonstrated experience developing and implementing strategy;
- Experience successfully managing projects;
- Certification in Local Government Administration is a definite asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a thorough knowledge of applicable legislation, including the Community Charter.
- Thinks and manages strategically, anticipating and identifying potential issues and opportunities.
- Politically savvy; delivers results through effective engagement with diverse groups of internal and external stakeholders.
- Works effectively through others.
- Influences and works effectively in a team environment.
- A confident and effective independent decision maker.
- Highly collaborative.
- Demonstrates strong analytical and problem solving skills.
- Works competently and effectively while under pressure to meet deadlines.
- Exceptional interpersonal and client service skills.
- Is an excellent communicator, with exceptional written and oral communication skills.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date