



JOB DESCRIPTION

POSITION: Chief Administrative Officer/
Corporate Officer

DEPARTMENT: Administration

GENERAL

The Chief Administrative Officer/Corporate Officer (CAO/CO) will provide effective advice and support to the Mayor and Council in maintaining the efficient and effective management of the City of Rossland. Council requires that the CAO/CO have sound management practices and experience that will positively impact the success of the City's strategies and policies.

The CAO/CO will provide effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the needs of the City of Rossland. In doing so, the CAO/CO will provide effective leadership to the management and staff of the City and will ensure that continued opportunities exist for public participation on civic issues. The CAO/CO will also play a supportive role to Mayor and Council in its participation in the East End Regional Services administered by the Regional District of Kootenay Boundary. The CAO/CO will identify opportunities throughout the City for improving its staffing, services and reducing internal and external costs.

SPECIFIC RESPONSIBILITIES

1.0 Advice and Support to Council

Supports Council in the determination of policy and decision making by providing accurate advice. In doing so, integrates objectives merging from the political process, social and economic trends, knowledge of the service area, advice of staff and positions advocated by interest groups and the general public.

Formulates alternatives for consideration by Council to ensure that the City's objectives are achieved through the most effective and realistic strategies.

In addition to new policy and program initiatives, keeps the Mayor and Council apprised of issues and developments of an operational or political nature that relate to the City's interests.

Provides appropriate advice, background information, briefing materials and presentations to Council in carrying out their responsibilities. Plays an active role on committees and commissions as required.

2.0 Overview and Council's Strategic Plan 2016-2018

Reviews Council's existing Strategic Plan of priorities and the draft Management Plan and other documents provided. The Strategic Plan was intended to address the critical issues facing the organization and identify a strategic vision and sound direction for the organization along with "strategic" or "critically important" goals. The definition of strategic issues are those issues, which are not properly addressed, will result in harm to the City. The CAO/CO will assist in the implementation and/or revisions.

The CAO/CO will create a broad overview of City's critical issues to ensure the Strategic Plan meets the critical and essential goals. The CAO/CO will create a reporting template for Council that, on a quarterly basis, will report the tangible achievements toward the strategic vision and strategic goals.

3.0 Business Management Plan

Within the context of the Strategic Plan, leads the development of a 3.5 year business plan for the organization that detail key goals, business strategies and performance measures, as well as the necessary human, financial and capital supports to achieve the plan. Ensures the plan is updated on an annual basis.

4.0 Objectives for Chief Administrative Officer/Corporate Officer

In conjunction with Mayor and Council, establishes personal performance objectives to be achieved by the CAO/CO that will form the basis for a performance review every 3 months.

5.0 Organization and Management of the City

Reviews and recommends an effective organizational structure for the staff of the City that reflects operational needs and planned objectives. Of critical importance is the continued development of staff that is responsible for the day-to-day management of the City.

Through the management team, ensures that there is a clear definition of responsibilities for each employee, that there are effective programs in place to foster the development of personnel and a system of measurement of employee performance, either on an individual basis or as self-directed work teams, all being carried out in a manner that supports the accomplishment of Council's strategic and operational objectives.

6.0 Resource Management

Ensures the acquisition and effective management of the fiscal, human and physical resources required by the City to fulfill its objectives, including grants, supplier negotiations, continuous improvement, etc.

7.0 Leadership of Human Resources

Provides leadership to the employees of the City in order to maintain employee morale during time of transition. Provides leadership to capitalize on the full potential of this critical resource. In doing so, stimulates, motivates, guides and supports all personnel to contribute fully to the realization of the strategic goals and objectives. Encourages the involvement of employees at all levels in decision-making, as appropriate.

Communicates the strategic vision and direction of the organization to all employees and discusses how they fit into accomplishing planned tangible outcomes. Ensures strong two way flow of information between Staff and Council.

8.0 Service to the Public

Ensures that City staff is committed to providing a high level of public service and creates a dynamic environment that results in the continuous search for new and more effective approaches to fulfilling the City's mandate.

9.0 City Operations

Through a team approach, ensure the effective functioning of all operations and that Council policy is implemented, objectives achieved and programs operate within approved funding limits and are customer-driven. The primary service categories are:

- Public works and engineering, parks and regulatory services
- Planning and development
- Financial services
- Recreation services
- Corporate services

Ensures project planning, project funding, project management and project reporting as required for important public works continues smoothly. Current infrastructure projects underway for 2016 include the Washington Street Renovation, the Miner's Hall Renovation and Phase 1 of the Museum Renovation.

10.0 Policies & Programs

Recommends to Council new and revised policies and programs that are consistent with the Strategic Plan and the needs of the organization to meet the changing needs of the public served by the City. Any such recommendations must be cost effective and efficient.

11.0 Financial, Administrative, Corporate Management

Ensures effective financial and administrative systems are in place to safeguard the assets of the City and maximize the effectiveness of resource utilization. Oversees the development of the 2016-2020 Financial Plan.

Fulfills all the statutory and day-to-day duties of the Corporate Officer under Division 5, Section 148 of the Community Charter.

12.0 Internal Communication

Ensures an effective and inclusive system for internal communication exists between staff, management and Council. Ensures all staff is made aware of the City's plans, goals, strategies and directives.

Keeps the Mayor and Council apprised of issues and developments of an operational or political nature that relate to the interests of the City.

13.0 Key External Relationships

13.1 General Public

Takes a leadership role in facilitating appropriate public participation prior to key Council decisions.

13.2 Other Municipalities and Regional District

Develops and maintains productive working relationships with CAO's of neighbouring municipalities and the Regional District.

13.3 Other Public Organizations

Develops and maintains effective relationships with provincial agencies, CBT, and Crown agencies who affect the City.

13.4 Key Local Organizations

Develops and maintains relationships with Fortis, Rossland Library, Rossland Historical Museum Association, Tourism Rossland, Sustainability Commission, Heritage Commission, local service groups and many others.

14.0 Trends in Municipal Management

Keeps abreast of trends and developments in municipal administration. Recommends new and innovative approaches that could enhance the performance of the City for the benefit of its users, customers, and taxpayers.

REPORTING RELATIONSHIPS

Reports to: Mayor and Council

Directly Manages: Manager of Public Works Operations
Manager or Finance or Chief Financial Officer/ Finance clerks
Manager of Planning, Development and Building Services
Recreation Coordinators
Deputy Corporate Officer or Executive Assistant

MINIMUM QUALIFICATIONS

Essential:

- A university degree in a business related field accompanied by a degree, diploma or certificate in Local Government Administration
- a minimum of five years of progressively more responsibility in a municipal setting or equivalent municipal experience.
- Familiar with legal processes and responsibilities affecting the execution of duties.
- Proven organization and managerial ability in a municipal setting.
- Valid BC Driver's license

Specific skills:

- Strong interpersonal and communication skills with a commitment to teamwork and customer service.
- Proficient computer skills such as: Microsoft Excel, Word, PowerPoint
- Strong financial acumen.
- Flexible and creative problem solver
- Strong leadership and supervisory skills
- Ability to deal effectively and courteously with the public
- Strong work ethic; ability to work flexible hours, including evenings and weekends
- Ability to work with minimal supervision
- Significant knowledge of the Community Charter, Local Government Act, FOI legislation and other Provincial and Federal rules and regulations.