

**THE CORPORATION OF THE VILLAGE OF POUCE COUPE**  
**SCHEDULE “A”**  
**JOB DESCRIPTION (Employment Obligations)**

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**POSITION:** **CHIEF ADMINISTRATIVE OFFICER**

**CLASSIFICATION:** MANAGEMENT

**RESPONSIBLE TO:** MAYOR AND COUNCIL

**POSITION SUMMARY:** Under the direction of the Council, the Chief Administrative Officer is responsible for the administration and management of the affairs of the Corporation of the Village of Pouce Coupe in accordance with senior government statutes and regulations, and the bylaws and policies of the municipality, as defined in Section 147 of the *Community Charter*.

The Chief Administrative Officer is also appointed Clerk, Treasurer and Collector under sections 197, 198, and 199 of the *Local Government Act*.

**DUTIES AND RESPONSIBILITIES:**

1. Recommends goals, objectives, bylaws, policies and programs to the Council. Once adopted, directs their implementation to ensure adherence. Evaluates and monitors such goals, objectives, policies, and programs, and recommends improvements as required.
2. Ensures that the Council is fully conversant with the current activities of the municipality, including operational achievements and staff performance.
3. Receives and analyses applications for development within the municipality and recommends actions for the Council's consideration.
4. Recommends targets and strategies for the economic development of the municipality.
5. Directs the enforcement of bylaws in accordance with the policies adopted by the Council.
6. In compliance with the organizational structure, delegates assignments equitably to ensure the efficient operation of the municipality. Provides support and direction to the staff.
7. Reviews provincial and federal grant programs, which may be applicable to the municipality and advises the Council accordingly. Develops applications or proposals as directed.
8. Coordinates controls and directs the staff to provide positive relations with and quality service for the public, including the prompt and proper handling of all requests, enquires and complaints.
9. Maintains accurate personnel files and ensures that performance evaluations are completed in accordance with the Council's policy. Encourages the members of staff to continue their education in areas that strengthen management or operational skills and enhance professional development. Recommends personnel changes.

10. Exercises sound financial management and practices. Ensures that the Council understands the current and future financial obligations of the municipality. Adheres to policies and procedures related to budget expenditures and financial controls.
11. Ensures that the staff recognizes and adopts safe work practices, and that a healthy working environment is maintained.
12. Develops and maintains a comprehensive and progressive risk management plan, as well as an asset protection program to ensure a desired state of operational readiness. Ensures that municipal property is adequately insured.
13. As directed, attends regular and special meetings of the Council or its committees, as well as public hearings, and ensures that minutes of meetings or reports of hearings are provided in a timely manner. Acts as secretary to the Board of Variance.
14. Drafts bylaws, agreements, permits for consideration of the Council and executes all approved documents, including purchase orders. Administers all contracts entered into by the municipality.
15. Demonstrates an ethical and professional standard in all municipal endeavors. Keeps informed about governmental and community affairs and legislative changes.
16. As time permits, participates in all relevant municipal organizations, professional associations and Provincial committees.
17. Evaluates current trends and developments in municipal operations and recommends the implementation of innovative measures which will benefit the municipality.
18. Develops and maintains effective, congenial lines of communication with the Council, its committees, the staff, and the general public external organizations with which the municipality interacts.
19. Maintains a liaison with the media, other government representatives, businesses and consultants, and advises the Council of relevant matters.
20. Undertakes related duties and special projects as required.
21. Endeavors to ensure compliance with the *Local Government Act*, the *Community Charter*, and other relevant legislation that pertains to the Village of Pouce Coupe.

## **REQUIRED KNOWLEDGE AND ABILITIES:**

- Experience at a senior level in a municipal government setting
- Good working knowledge of local government administration
- Good working knowledge of finance, including accounting and budgeting, labor relations, land use planning, grant/proposal writing and public works operations
- A positive personality combined with the ability to interact effectively with Council, committees, other government agencies and the general public is essential.
- Ability to supervise, direct, and evaluate staffing complement
- Preference will be given to those with an Intermediate Certificate in Public Administration, completed or working towards a designation as a CGA, CA, or CMA
- A strong background in computer hardware and software
- A working knowledge of MAIS software will be an asset