



Position Synopsis and Purpose

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services.

The CAO will approach this strategic role as a facilitator, a champion of change, a collaborator and a partnership builder. This position acts as an ambassador within the local, regional and broader community, representing the Township with other municipalities, external agencies and other levels of government. The CAO will have ability to evolve an organization's culture and operational practices to engage, inspire and build co-operative relationships with all stakeholders. The CAO will implement the vision of the Corporate Strategic Plan to ensure it aligns with the Township's values and goals, while ensuring the effective utilization of resources through the guiding principles.

Leading a talented staff team, the CAO will guide and inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning the Township of West Lincoln as an employer of choice.



Major Responsibilities

Description	Approx. Time Spent (%)
Strategic Planning & Visioning <ul style="list-style-type: none"> Strategically coordinates, leads and directs the civic administration of the municipality in accordance with the policies and plans approved and established by Council; Prioritizes and plans to ensure fulfilment and completion of the Township's organizational and strategic goals; Provides strategic, legislative and legal advice to Council, including setting the municipal vision, mission and goals that leads the municipality; 	25%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Undertakes strategic and business planning initiatives and other studies to improve organizational effectiveness, efficiency, costs and productivity; Develops, recommends and implements short and long-term plans for staffing and organizational development and changes, including succession planning. 	
Effective Leadership <ul style="list-style-type: none"> Provides direct leadership, support, coaching and mentorship to senior staff and indirectly to all staff; Champions healthy organizational culture and wellbeing; Promotes community engagement; Fosters a strong and collaborative, people-focused leadership style with staff, the Mayor and Council; Leads, builds and motivates a team of department heads in multi-disciplinary functions including but may not be limited to: finance, human resources, -administration, information technology, service innovation, public works, engineering, building, by-law enforcement, planning, fire, parks, recreation, facilities, water and wastewater Administers and informs Council regarding the appointment, employment, suspension or dismissal of senior administration Directs negotiations with municipal employees with respect to wages, salaries and working conditions. 	25%
Stakeholder Affairs <ul style="list-style-type: none"> Liaises with community and other public agencies including senior levels of government on behalf of the municipality; Explores funding opportunities for the Township, including seeking opportunities for partnerships and external sources of funding; Leads delegations in lobbying efforts; Participates in, leads and/or facilitates external community and governmental committees to raise the profile of the Township and ensures that the Township's best interests are heard at every level and in every context; 	25%
Township Operations <ul style="list-style-type: none"> Ensures compliance with applicable legislation including the Municipal Act, Ombudsman Act, Elections Act, Municipal Conflict of Interest, Planning Act, Safe Drinking Water Act, Employment Standards Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities (AODA) and other federal and provincial legislation; Oversees municipal elections in accordance with the requirements of the Municipal Elections Act; 	25%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Is responsible for corporate internal and external communications, visual identity and media communications; • Acts as an intermediary between Council and Staff, ensuring that the roles of Council and Staff are clearly understood and an appropriate, effective and productive partnership is in place; • Reviews and approves staff recommendations and reports prior to submission to Council and Council Committees and coordinates the flow of municipal reports and information; • Attends Council meetings and represents the Township in matters addressed at the Council table; • Ensures business and financial planning, revenue generation, capital and operating budget and sound stewardship of fiscal, people and physical assets; • Oversees Emergency Operations Center (EOC) for the municipality and acts as the EOC Director. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

*Attends training, workshops and seminars where appropriate and as required.



Minimum Qualifications

Education (degree/diploma/certifications)

- Degree in Business, Public Administration, or a discipline related to municipal operations

Experience

- 3-5 years of experience in a senior leadership/executive level role
- 10 years of progressive experience in the public sector

Knowledge/Skill/Ability

- Exceptional ability to deal diplomatically with all levels of management, staff, elected officials, and the public;
- High level of integrity, confidentiality, and accountability;
- Strong commitment to the vision and mission that Council has determined;
- Proven leadership and mentoring skills;
- Strong project and change management skills;
- Ability to build and maintain relationships;
- Continuous, high level of attention to detail to ensure accuracy;
- Exceptional communication and presentation skills, both in writing and verbally;
- Strong negotiating and conflict resolution skills;
- Ability to multitask, learn quickly and easily adapt to a changing environment;
- Strong awareness of the political process and sensitivities;
- Demonstrated ability to prepare and analyze comprehensive reports;
- Effective decision-making abilities;
- Intermediate skills in Microsoft Office software including: Word, Excel, PowerPoint, and Outlook;
- High degree of resourcefulness, flexibility, and adaptability;
- Considerable knowledge of modern policies and practices of public administration;
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons or facts;



Preferred Qualifications

Education (degree/diploma/certifications)

- Master's degree in Public Administration, Business Administration or related post graduate degree or a professional designation in a related field
- Certified Municipal Officer (CMO) designation would be an asset

Experience

- 15 years of experience in a senior leadership/executive level role, including municipal experience in a public sector environment with extensive experience working with elected officials

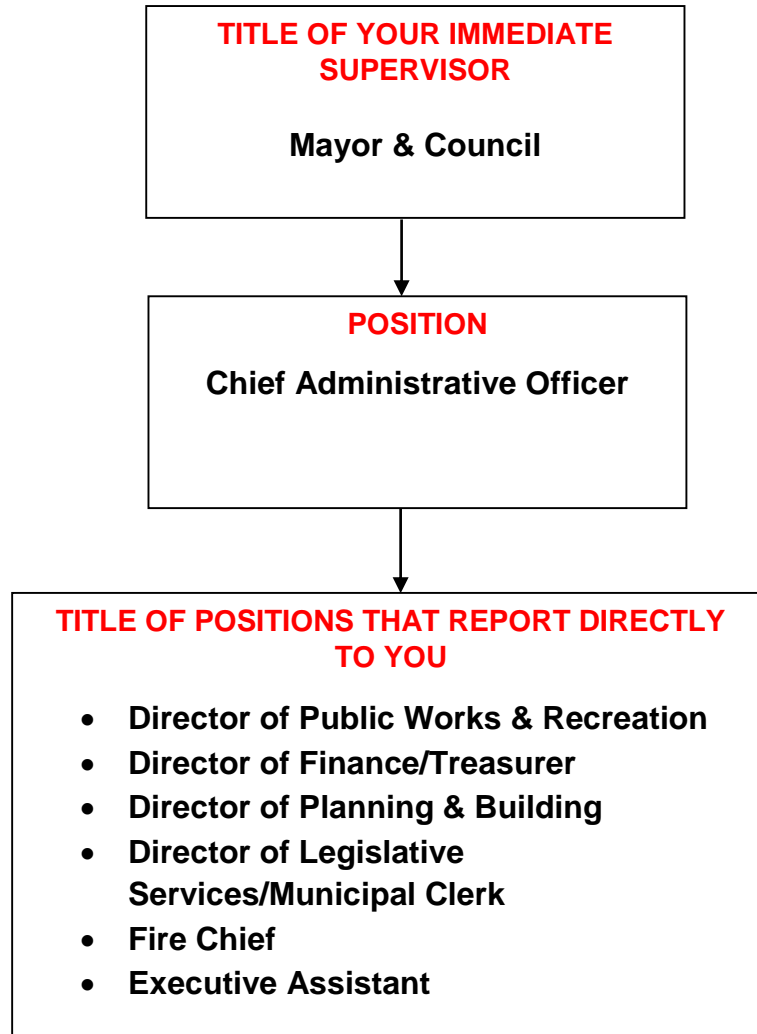
Knowledge/Skill/Ability

- Working knowledge of municipal finance, human resources, public works, public safety, and community development;

- Dynamic visionary leadership with strong strategic planning and long-term thinking skills

Organizational Chart

Reporting relationship of this position to others within the immediate department.



*Finalized: February 2024- as approved by CAO Recruitment Committee
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