

Position Description

Position: Chief Administrative Officer (CAO)

Service Area: Village Office

Reports to: Council

Reporting to the CAO:

- **Public Works Foreman**
- **Public Works Operator**
- **Administrative Assistant/Office Coordinator**
- **FCSS Director**

General Summary

The Chief Administrative Officer (CAO) for the Village of Cremona is appointed by and reports to the Mayor and Village Council. The CAO plays a key role in shaping the future of the Village of Cremona. As principal advisor to the Mayor and Council, the CAO supports the development and implementation of strategic objectives, provides executive leadership, oversees operational and financial management, fosters a culture of service excellence and builds relationships with key stakeholders.

Responsibilities and Activities

As defined by the Province of Alberta 's Municipal Government Act and the Village's CAO bylaw, the duties and responsibilities of the CAO include, but are not limited to:

- Advise, provide assistance, make recommendations and offer support to Mayor and Council on the full range of municipal matters
- Provide leadership in ensuring that all Village policies and programs are efficiently coordinated, delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Village as defined by Council
- Establishes strategic direction based on continual assessment of environment and emerging trends, issues and opportunities
- Effectively manage resources (human, physical, financial and information) to achieve results that are aligned with organizational goals
- Annually direct, coordinate and facilitate the operating and capital budget preparation process
- Supports continuous improvement in health and safety through ongoing involvement, allocation of resources, and ongoing feedback
- Establish, implement and advocate policies, procedures, standards and guidelines
- Ensures accountability for achievement of results throughout the Village
- Work with all provincial government departments to foster healthy relationships and further the Village objectives
- Develop a network of external services, agencies, business and professional contacts that will benefit the Village
- Attend and participate in local events and functions

Competencies

Leadership Skills

- Develop and leverage the competencies of others to achieve organizational success and deliver results in an environment of continuous improvement
- Engage employees, the public and other stakeholders on issues that impact the Village of Cremona and its constituents
- Create and nurture a culture that attracts, retains and motivates talented people
- Support, enhance and facilitate the work of elected officials through a collaborative approach to building partnerships and relationships with relevant stakeholders
- Maintain a high degree of personal integrity and commitment
- Exercise discretion and judgment in handling sensitive information

Political and Business Acumen

- Consider and understand the political implications of decisions
- Understand legislative and regulatory processes
- Exhibit demonstrated budgeting and financial management skills
- Analyze and solve problems systematically and with creativity

Communication skills

- Possess strong verbal, written and presentation skills
- Demonstrate a clear, concise and positive style Build trust through presenting ideas clearly and effectively listening to others, even when not in agreement
- Effectively establish rapport with stakeholders including Council, employees, external agencies and community members
- Have media relations experience

Teamwork/Relationships/Interpersonal Skills

- Build and maintain strong relationships between the Mayor and Council and Administration that are transparent and based on mutual trust and respect
- Develop strong relationships with stakeholder groups, community members, and partners at the local, regional, municipal and federal level
- Develop a highly functioning team of employees who are empowered to perform
- Display enthusiasm, energy and a sense of humor
- Possess conflict resolution skills

Experience

The ideal candidate will have senior leadership experience and a proven track record of success in the municipal sector. This would include:

- 10 years progressive experience in a CAO or senior leadership role in municipal government
- Proven experience in strategic planning and organizational development
- Demonstrated ability to develop and lead a highly functioning team in an environment of creativity and innovation, and focused on customer service excellence
- A positive record of working effectively with:
 - Elected officials, Boards of Directors, volunteer boards and committees
 - Public participation processes
 - Policy and service delivery
- Demonstrated knowledge working with the Municipal Government Act and related legislation

Education & Certifications

Preference will be given to candidates with a post-secondary degree in public or business administration, or in a discipline relevant to public sector leadership.

- CLGM designation
- University degree in Public Administration or Business Administration and/or certificate in Local Government Studies

Memberships

- Society of Local Government Managers (SLGM)
- Local Government Administrators Association (LGAA)
- Canadian Association of Municipal Administrators (CAMA)

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.