

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

POSITION PROFILE

Position Title:	Chief Administrative Officer	Department:	Administration
Supervisor Title:	Council	Date:	August 19, 2019

1. POSITION SUMMARY

Reporting to the Councils, the CAO oversees the day to day operations of both municipalities and provide the Councils with information and advice to assist with their decision making.

The Chief Administrative Officer (CAO) is the administrative head of the municipality. This position is responsible to council for the overall administration, financial management and human resource management of the municipality.

The CAO oversees the implementation and delivery of programs and services that are approved by council and ensures that these programs and services are delivered to all residents and ratepayer in a manner that makes efficient and effective use of the human, financial and physical resources of the municipality.

The CAO is the principal advisor to council and is responsible for ensuring that council is informed of their legislative responsibilities and authorities and all other relevant information necessary to make informed decisions on every municipal matter.

2. KEY FUNCTIONS & RESPONSIBILITIES

Key Functions & Responsibilities

Activity 1: Administration

- Provide Council with sound advice on all aspects of municipal governance and legislative requirements.
- Prepare agendas, and prepare and/or submit reports and Financial Statements for all council meetings, ensuring that agenda packages are provided in accordance with the time requirement established in the municipal Procedural By-law.
- Ensure minutes from council meetings are prepared, posted and circulated in a timely manner in accordance with the Procedural By-law.
- Communicate council's direction and ensure it is carried out, delegating actions as appropriate.
- Prepare council correspondence to governments and the public, conveying their message as stated.
- Ensure that all required by-laws and resolutions are in place and up to date and readily available for public review.
- Ensure all the records of the municipality are retained in accordance with the requirements of the legislation.
- Monitor, evaluate and recommend changes to municipal policies and programs on an on-going basis to ensure relevancy and effectiveness.



Chief Administrative Officer
Revised Aug 2019

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

- Make recommendations to Council on new initiatives. Work with Boards and sub-committees to determine and carry-out initiatives.
- Meet all time sensitive deadlines identified in the Municipal Act.
- Contact person for Municipal Employees Benefits Program (MEBP), CCRA, Workers Compensation and HED for our Blue Cross group plan.

Activity 2: Human Resources

- Identify staffing requirements and appropriate organizational structure for effective operations of the Town/RM.
- Ensure regular, effective communication within and between all departments.
- Oversee administration and senior departmental staff, setting work standards, assigning duties and work schedules, reviewing work and providing general guidance and direction.
- Identify requirements for and recommend changes as required to human resources policies and procedures to ensure the Town/RM. are responsible employers. Provide advice on policy interpretations.
- Ensure adherence to human resource policies in all areas of Town/RM. operations.
- Conduct performance appraisals and help in the development of career planning and development.
- Oversee recruitment or termination of employees as required.
- Motivate staff to result in a team focused upon successful achievement of objectives.

Activity 3: Public Relations

- Attend all Council, Municipal Park, Waste Management, Cemetery, other municipal regular meetings, special meetings and public hearings.
- Respond to public inquiries regarding any aspect of Town/RM operations; provide information; receive requests for action and resolve conflicts related to Town/RM. operations
- Positively represent the Town/RM. in relations with government, the community, and public forums.

Activity 4: Capital Projects

- Oversee preparation of budgets and tenders for capital projects.
- Carry out negotiations with government (federal, Provincial & other municipalities) regarding cost sharing, service agreements etc.
- Monitor implementation of capital projects to ensure effective completion and management of project budget.

Activity 5: Oversee Accounts Receivable for the Municipality

- Present options for the annual financial plan for Council's consideration, including the general operating budget, the capital budget and five-year capital plan.
- Monitor the financial plan, including review and analysis of monthly financial statements and annual financial statement and directing development of cash flow projections as required.
- Provide Council with up-to-date financial information on a regular and timely basis and identify any exceptions, and as necessary, options to manage exceptions.
- Ensure accurate records of all the financial affairs of the municipality.



Chief Administrative Officer
Revised Aug 2019

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

- Ensure that all municipal expenditures receive necessary approval before payment is issued.
- Ensure required financial information and reports are submitted on a timely basis to the Province as required by legislation, agreements or as requested.
- Liaise with the external auditor regarding completion of the annual financial audit.
- Act as Secretary Treasurer to Hamiota Economic Development Corporation.

3. EDUCATION AND TRAINING

Post-secondary degree or diploma in management or related discipline or equivalent experience and a Certificate in Municipal Administration are required. Certified Manitoba Municipal Administrator designation (CMMA) is preferred.

Ongoing professional development through the Manitoba Municipal Administrators Association or other relevant learning is encouraged. 100 professional development points over a three year period are required to maintain membership in the MMAA.

4. COMPETENCIES

4.1 Core Competencies

- Strategic thinking - to formulate effective strategies, examine policy issues and strategic planning with a long term perspective; to anticipate the implications and consequences of situations and determine appropriate action; determine objectives and sets priorities.
- Leadership and interpersonal skills - to communicate direction and goals; identify organizational changes needed to improve the municipality's effectiveness; motivate and manage people to achieve goals; interact with all levels of stakeholders, including public, government, peers, community organizations
- Communication - to express ideas clearly, orally and in writing; make clear and convincing oral presentations to individuals or groups; listen effectively and clarify information as needed;
- Professionalism - acting in ways that support the goals, direction and standards of the Town/R.M., dealing calmly and effectively with stress, builds and maintains successful working relationships with colleagues.
- Customer Service - demonstrating a commitment to work with customers, both external and internal, establish good customer relations and come to workable solutions, demonstrating commitment to providing high quality services in a timely manner.
- Organization and time management - to effectively manage multiple priorities; ensure compliance with reporting requirements and deadlines as outlined in the Municipal Act ..
- Judgement and Problem solving - to evaluate people and situations, identify options and reach logical, unbiased solutions to individual and organizational problems
- Adaptability - to maintain effectiveness with changing environments, tasks, responsibilities and people.

4.2 Technical Competencies

- Financial Management - demonstrating broad understanding of principles of financial management; to prepare and manage budgets; interpret financial statements and data; identify cost-effective approaches, and monitor expenditures in support of program and policies



Chief Administrative Officer
Revised Aug 2019

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

- Human Resource Management - to evaluate requirements, assign roles and responsibilities, effectively manage performance, and resolve conflicts.
- Influencing/negotiating - Determining and engaging in appropriate strategy and tactics; ability to persuade and gain cooperation from others to achieve goals; build consensus; facilitate win-win situations.
- Municipal administration - including interpretation of acts, regulations and by-laws; maintain government and community relationships; operational requirements
- Computer skills - proficiency in general office and municipal software.

5. EXPERIENCE

A minimum of 2-4 years prior related work experience at a senior level in a municipal office environment is required for the incumbent to perform this job successfully. General accounting knowledge, particularly the ability to prepare capital and operating budgets and interpret financial statements, is required. Experience in communicating with and providing service to the public is also required.

One to two years of on-the-job learning is required to fully understand the basic functions of the job, and to experience a full annual cycle.

6. COMPLEXITY OF WORK

The CAO must integrate and oversee the activities of several departments/functions, and ensure compliance with legislation and municipal by-laws. The CAO must effectively represent the Town/RM. to constituents with a range of interests, in dynamic and potentially volatile situations. The CAO also represents the Town/RM. in potentially sensitive negotiations with government, other municipalities and organizations.

The CAO is responsible for overall financial management of the Town/RM., requiring interpretation and monitoring of financial information from several departments, boards and committees, management of funds, analysis of requirements and results and presentation of information to enable Council decision-making.

This position requires operational knowledge of all Town/RM. departments and the ability to oversee a range of technical, professional, administrative and general labour staff.

The CAO may refer to the Municipal Act, Elections Officials Manual, MEBP Administration Manual, HED Administration Manual, Procedures Manual - Manitoba Municipal Act - Dept of Intergovernmental Affairs and the Municipal Information Systems - Muniware Computer Manual..

7. ACCOUNTABILITY

The CAO is responsible for ensuring the Town/RM. is represented ethically and in accordance with effective principles of municipal administration in all activities. The CAO is responsible for effectively representing and appropriately protecting the interests of the Town/RM. in contractual negotiations and agreements.

The CAO is responsible for effective and efficient operations of the Town/RM., including appropriate delegation of work within the office(s), ensuring a positive and productive working environment, and executing disciplinary action when required, notifying Council of any significant changes in staffing or allocation of responsibilities.



Chief Administrative Officer
Revised Aug 2019

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

The CAO is responsible for providing timely, accurate and complete financial and other information to Council to support decision-making, ensure compliance with all statutes, and ensure Council is appropriately informed regarding issues impacting the municipality. The CAO is accountable for responsible management of the Town/RM.s financial affairs including effectively managing budgeted funds, identifying risks, and consulting with Council for authorization of any un-budgeted or major expenditures. The CAO also requires approval from Council on legal matters that may arise.

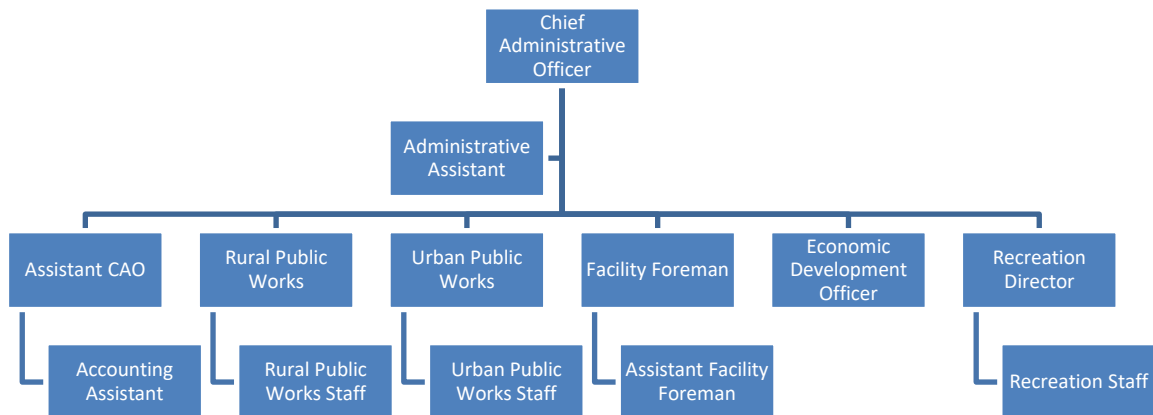
8. SUPERVISORY RESPONSIBILITY

Number of People Directly Supervised: 7

Number of People Indirectly Supervised: 9

The incumbent directly supervises the following positions within the Town and Municipality:

- Assistant CAO
- Administrative Assistant
- Public Works Supervisors (2)
- Recreation Director
- Economic Development Officer
- Facility Foreman



9. IMPACT OF POSITION

Failure to effectively manage the Town/R.M.'s financial affairs or operations, or poor advice to council may result in a loss of public confidence; jeopardize the community's infrastructure and financial position; reduce the ability of the community to attract and retain residents and economic activity; and ultimately result in the appointment by the province of a supervisor to oversee the Town/R.M. operations.

HAMIOTA MUNICIPALITY

75 Maple Avenue East, Box 100, Hamiota MB R0M 0T0
Phone (204) 764-3050, Fax (204) 764-3055, email: info@hamiota.com

Information errors may not be detected for extended periods, and may be identified by senior departmental staff, the public, the provincial government, or external auditors.

10. CONTACT WITH OTHERS

Internal

- Mayors & Councillors
- Office staff involving administrative duties, getting necessary approvals and shared responsibilities.
- Public Works department regarding roads, sewer & water and waste management.

External

- Recreation Director pertaining to recreation initiatives.
- Economic Development Officer on all economic development issues
- Facility Foreman regarding facility management
- Development Officer regarding zoning and building
- Weed Inspector regarding weed control
- General public on mainly tax and financial issues
- Assessment Branch regarding any assessment queries and policies.
- Vendors to gather information and answer questions.
- Various government agencies to gather information and answer questions
- Other municipalities to discuss municipal issues.

11. WORK PRESSURE AND STRESS

Multiple and often competing demands from Council, government, staff and the public create daily work pressures. Other sources of stress include potentially sensitive negotiations, public concerns and dissatisfaction, and human resource issues.

ACKNOWLEDGEMENT

I have read the foregoing and understand it is a description of the duties assigned to the position.

<hr/>	<hr/>
Employee's Signature	Date

I certify that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent. The incumbent has received a copy of this position description.

<hr/>	<hr/>
Supervisor's Signature	Date



Chief Administrative Officer
Revised Aug 2019