
JOB TITLE:	CHIEF ADMINISTRATIVE OFFICER	POSITION ID:
REPORTS TO:	MAYOR AND COUNCIL	JOB LEVEL:

3. SPECIFIC RESPONSIBILITIES

The duties and responsibilities of the Chief Administrative Officer shall be as follows:

Advice and Support to Council

- 3.1 Supports the Mayor and Council in the determination of policy by providing advice and counsel relative to proposed municipal initiatives. In doing so, integrates objectives emerging from the political process, social and economic trends, the advice of staff and positions advocated by interest groups and the general public.
- 3.2 To co-ordinate the submission to Council of all relevant material and reports pertaining to any matter coming before a meeting of Council or Committee in co-operation with the Clerk. Formulates alternatives for consideration by the Mayor and Council to ensure that the Corporate objectives are achieved through the most effective and realistic strategies. All staff reports to Council shall either originate from or be channeled by the Chief Administrative Officer.
- 3.3 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 interests of the Corporation.
- 3.4 Provides appropriate advice, background information and briefing materials to the Mayor and Council in carrying out their range of responsibilities. Will play an active role on Council Committees and Commissions as requested.
- 3.5 To attend all Council and Committee meetings and during such meeting be entitled to speak thereat with the consent of the Mayor or presiding officer, to make such observations, suggestions or recommendations as the CAO deems necessary.
- 3.6 To perform such other duties as may be lawfully imposed from time to time by by-law.

Strategic Plan/Business Plan

- 3.7 Supports the Mayor and Council in the formulation of a Corporate Strategic Plan for The Corporation of the Town of Pelham. This Plan will identify the Council's objectives and chart a future vision of the role the municipal government will play in meeting those objectives. In addition, the Plan will identify the critical issues that must be addressed and will be used as a basis for the development of an annual Business Plan for the Corporation.
- 3.8 On a semi-annual basis, submits to the Mayor and Council an analysis of progress in achieving objectives established in the Strategic Plan, sets out a rationale for any variances and recommends modifications of the Plan for the remainder of the term of Council.

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- 3.9 Supports the Mayor and Council in the development of an annual Business Plan which clearly identifies the operational and capital priorities for the next fiscal year.

- 3.10 Annually presents to the Mayor and Council an assessment of the annual Business Plan indicating the level of success attained in reaching the stated goals of the Business Plan.

- 3.11 Develops and maintains an effective organization structure for the municipal staff that reflects operational needs and is directed towards accomplishing the objectives established in the Corporation's Strategic/Business Plan. Of critical importance is a strong senior team that is accountable for the day-to-day management of the Corporation.

- 3.12 Through the senior management team, ensures that there is a clear definition of the responsibility of each employee, effective programs in place to foster the development of the skills and abilities of Corporation personnel and a system of measurement of employee performance, all being carried out in a manner that supports the accomplishment of Council's objectives.

- 3.13 Through the Corporation's senior management staff, ensures the effective functioning of all municipal operations and that Council policy is implemented, objectives are achieved and programs operate within approved funding limits. The Departments of the Corporation are:
 - Clerks Department
 - Finance Department
 - Fire Services Department
 - Planning and Development Department
 - Operations Department
 - Building and Enforcement Services Department

- 3.14 Recommends to the Mayor and Council new and revised policies and programs which are consistent with Council policy, meet the changing needs of the public served by The Corporation, and effectively and efficiently fulfill Council's mandate.

- 3.15 The CAO shall from time to time or when requested by Council, co-ordinate the preparation and review of the organizational structure and recommend to Council structural, management or communications changes required.

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Key Relationships

- 3.16 *General Public*
Establishes a presence among the residents of the municipality and takes a leadership role in facilitating appropriate public participation in the formulation of Council policy.
- 3.17 *Relationship with Other Municipalities and Region*
Develops and maintains close working relationships with Chief Administrative Officers of neighbouring municipalities. Takes an active role on behalf of the Town of Pelham in the Region of Niagara.
- 3.18 *Relationship with Provincial Government*
Develops and maintains effective relationships with Provincial government officials with responsibilities affecting The Corporation of the Town of Pelham such as municipal affairs, finance, transportation, tourism, and economic development.
- 3.19 *Relationship with Boards, Agencies, Commissions*
Develops and maintains administrative liaison with local boards, agencies and commissions.

4. LEADERSHIP OF HUMAN RESOURCES

- 4.1 Provides leadership to the employees of the Corporation in order to capitalize on the full potential of this critical resource. In doing so, stimulates, motivates, guides and directs all personnel to contribute fully to the realization of the Corporation's strategic goals and objectives. Encourages the involvement of employees at all levels in decision making.
- 4.2 Communicates the mission, vision and strategic direction of the Corporation to all personnel so as to create an understanding of the role each plays in accomplishing Council goals and objectives.
- 4.3 To carry out an annual performance evaluation of each Department Head and advise Council on performance and to recommend to Council the appointment, promotion, demotion, suspension, or dismissal of Directors reporting to him/her.

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- 4.4 To have the authority, in consultation with the Director, to appoint, employ, promote, demote, suspend, discipline and dismiss all employees below the rank of Director of the Corporation, within approved staff complement levels, in accordance with the procedures contained in the Corporation's Employment Handbook and in accordance with the lines of authority that are defined in the organizational structure.
- 4.5 To direct the bargaining with all municipal employees and to recommend to Council, Employment Agreements concerning wages, benefits and terms of service and upon approval by Council to direct the administration of such Employment Agreements.
- 4.6 To administer all salaries of employees who are subject to the Chief Administrative Officer's supervision within the limitation of any salary plan or salary contract agreement, after such plan or agreement has first been adopted and approved by the Municipal Council.
- 4.7 Exercise general supervision over all Department Heads and through them all employees of the municipality except such officials as are appointed under any Statute in respect of their statutory duties and responsibilities.

5. FINANCIAL, ADMINISTRATIVE, AND INFORMATION TECHNOLOGY MANAGEMENT

- 5.1 Supervise general financial control of the Corporation with the assistance of the Treasurer, including the preparation of operational and capital budgets, their presentation to Council or Committee and subsequently exercise administration and control of the financial affairs of the municipality in accordance to the estimates and budgets as approved by Council.
- 5.2 Ensures effective financial, administrative and information technology systems are in place which maximize the effectiveness of resource utilization within the objectives, policies, plans and budgets established by the Council.
- 5.3 To present to the Mayor and Council on a quarterly basis a report with respect to finances and works projects, indicating the progress in terms of the programs of the Council and any matter that, in the Chief Administrative Officer's opinion, should be reported to Council.
- 5.4 To have the authority to designate a member of Senior Management to act on the Chief Administrative Officer's behalf during any absence of the Chief Administrative Officer due to illness, vacation or otherwise.

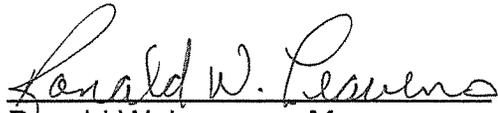
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6. **REPORTING RELATIONSHIPS**

- 6.1 Reports to: Mayor and Council
- Directly Manages: Municipal Clerk
Director of Finance/Treasurer
Director of Fire Services
Director of Planning and Development
Director of Operations
Director of Building and Enforcement Services

Date Circulated: August 16, 2004

Date Approved by Council: September 20, 2004


Ronald W. Leavens, Mayor