



JOB TITLE: CHIEF ADMINISTRATIVE OFFICER

REFERENCE NO: 100221

DIVISION: CAO'S OFFICE

DEPARTMENT: CAO'S OFFICE

APPROVAL DATES: BY:


MAYOR

DATE: Jun 20/18

BY:


GENERAL MANAGER OF HUMAN RESOURCES

DATE: June 19, 2018

GENERAL DESCRIPTION:

This executive management position provides effective strategic and operational direction and leadership to all divisions within the City of Medicine Hat. The CAO ensures implementation of City Council decisions and policies and the effective and efficient delivery of municipal services across the City of Medicine Hat as well as oversight over the City's extensive energy operations and land development. The CAO reports to the Mayor and Council, providing advice and support in developing and implementing policy, strategy and objectives that address the needs of the community. The CAO ensures that all matters going forward for Council consideration have been thoroughly analysed and that recommendations provide staff's best professional perspective including risks and alternative outcomes.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to City Council.
- Chair of the City's Administrative Committee.
- Responsible for providing leadership and supervision to the Executive Team, consisting of Commissioners overseeing both municipal and energy operations.
- Provides direct supervision to the CAO Executive Assistant and Corporate Communications Manager.
- Develops and maintains communication links and relationships within the community through partnerships, operational and business relationships and public service networks.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Carries out the CAO's responsibilities and duties as outlined in the Municipal Government Act (sections 207 and 208), as well as The City of Medicine Hat's Bylaw 4311.
- Holds overall accountability for the City's compliance with all relevant Provincial and Federal Acts, Regulations and Procedures, including reporting requirements. Examples of these include but are not limited to labour, environment and public safety laws and regulations.
- Supports Council in determining policy by providing advice and counsel regarding proposed municipal initiatives, including formulating alternatives for consideration by the Mayor and Council to ensure the City's objectives are achieved. Ensures that Council receives the best professional advice and analysis administration can provide as a basis for their decisions. Attends and plays an active role in all Council meetings.
- Apprises Council of issues and developments of an operational or political nature relevant to the interests of the City, the status of service delivery, use of resources and the financial condition of the City.

- Functions as a liaison between staff and Council/Committees and facilitates the flow of information between all parties.
- Works closely with the Executive Team to maintain a positive and professional relationship with City Council ensuring the objectives of the City are well aligned with Council's direction.
- Represents the City in significant negotiations with other organizations, agencies and/or levels of government.
- Ensures that staff adheres to the policies, protocols, bylaws and resolutions of Council.
- Leads the development and implementation of a corporate strategic plan, ensuring all key stakeholders contribute to the plan.
- Ensures the preparation and implementation of departmental and divisional business plans in response to the corporate strategic plan and Council objectives.
- Develops and leads an effective senior management team which is accountable for the daily operations of the City including the City's energy and land operations.
- Develops and maintains an effective organizational structure that reflects operational needs, promotes organizational effectiveness and is directed toward accomplishing the strategies established in the strategic plan.
- Hires or appoints senior managers and ensures that the responsibility of each senior management position is clearly defined.
- Exercises general financial control of the City and directs preparation of annual and multi-year operating and capital budgets including developing short and long term financial plans which anticipate financial requirements and strategies for their achievement. .
- Ensures the acquisition and effective management of the fiscal, human and physical resources required by the City to fulfil its mandate.
- Ensures adherence to the professional practices requirements, guidelines and reporting to professional governance organizations such as APEGGA and CPA.
- Acts as the Accountable Executive having full human resources, financial and operational control over the activities covered under the Canadian Aviation Regulations for the Medicine Hat Airport certificate.
- Leads the development and maintenance of a high-performance organizational culture which supports City employees and the City's strategic direction in accordance with the City's values, mission and vision.
- Develops and recommends to council, policies which are necessary to carry out the powers, duties and functions of the City.
- Develops and implements administrative policies and procedures which direct the activities of departments and staff.
- Informs the public regarding City operations and initiatives through reports to Council and media contacts.

REQUIRED COMPETENCIES:

- Insightful, strategic thinker able to lead and collaborate with other Executive Team members in developing corporate strategies and priorities to support Council's direction.
- Possesses foresight and good perception of stakeholder needs and is able to systematically work towards the end goal.
- Ability to facilitate understanding of Corporate direction among managers and staff and actively engage others in the development of and commitment to divisional objectives, strategies, action plans and performance measures.
- Knowledge of energy operations and current industry trends that may impact future direction.
- Must be knowledgeable and experienced with strategic planning, governance & leadership.
- Understands the dynamics of working within a municipal government and the relevant legislation, bylaws and policies that govern operations.

- Is flexible, adaptive and “politically astute” to work effectively with various stakeholders and to be able to adjust priorities on an ongoing basis.
- Political astuteness and understanding of the public's high expectations regarding all service delivery.
- Good financial acumen (including budgeting, treasury and asset management) as well as an understanding of human resource, information technology, land development principles.
- Ability to lead and support managers and other staff members to contribute to their full potential through a respectful, participative and achievement-oriented culture.
- Excellent verbal and written communication skills to synthesize and effectively share a wide range of information.
- Effective problem-solver and consensus-builder.
- Ability to use tact, patience and diplomacy in difficult situations to preserve effective, trusting relationships.
- Driven by an inner standard of excellence while displaying honesty and integrity in the balance between commitments made and the ability to deliver.

REQUIRED QUALIFICATIONS:

- Successful completion of a related Masters' degree from a recognized post-secondary institution.
- Twenty (20) years senior management experience in the public and/ or private sector, preferably with a significant municipal government component. Executive level experience from either the electricity or the petroleum industry is an asset.
- A management approved combination of education and experience may be considered.