

# Niagara Region Job Description

## Chief Administrative Officer

### Corporate Administration

Job ID .....1DD01

Job Level..... 14

Division ..... Administration

Reports to Regional Chair &amp; Regional Council

### Job Summary

Reporting to Regional Council, the Chief Administrative Officer (CAO) is responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality. As the senior appointed official of the regional municipality, the Chief Administrative Officer shall lead and direct the members of the Corporate Leadership Team in carrying out the responsibilities of the Region, in accordance with the policies, plans and by-laws approved and established by Council, including the CAO Roles and Responsibilities By-law.

### Education

- Post-secondary degree in Political Science, Public Administration, Business Administration or in a field directly related to municipal functions.
- Master's degree in Political Science, Public Administration, Business Administration or in a field directly related to municipal functions is preferred.

### Knowledge

- 10 years senior municipal management experience leading large and complex portfolios and implementing multi-year business and financial strategies.
- Over 10 years senior municipal management experience leading large and complex portfolios and implementing multi-year business and financial strategies are preferred.
- Professional designation(s) are preferred.
- Executive Diploma in Municipal Management as recognized by the Associate of Municipal Manager, Clerks and Treasurers of Ontario (AMCTO) is preferred.

### Responsibilities

*Oversees the development and implementation of the Region's corporate multi-year business and financial strategies in support of Council objectives to ensure the efficient and effective delivery of services to the citizens of Niagara.*

- Administers the business affairs of the Region and reviews the annual department business plans to ensure alignment to the Region's strategic direction and in support of Council's objectives.
- Establishes success indicators, measurement tools and standards to assess service delivery performance and stakeholder satisfaction, ensuring performance expectations are monitored and issues addressed.

- Ensures operational processes, policies and protocols are established and compliance is monitored, assessing changes in legislative/regulatory requirements, identifying potential areas of vulnerability and risk, and recommending to Council approaches to resolve issues and mitigate risks.
- Identifies controversial and politically sensitive issues that may impact the organization's success and reputation, assessing potential risks and developing strategies to address issues.
- Identifies and develops opportunities and strategies for cost efficiencies and improving quality and services delivered, ensuring continued alignment with Council's priorities.
- Provides Council with long-term financial impacts to the Region and taxpayers of current decisions / budgets.
- Monitors financial trends and opportunities in the external environment, assessing the impact on Council's objectives and the organization's viability.
- Ensures the integrity and accuracy of financial reporting systems and ensure the proper maintenance of sound financial controls.
- Engages the Corporate Leadership Team in budget strategies, decision-making and communicating service impacts to Council.

*Develops, manages, and approves annual and multi-year Capital and Operating budgets for the business units reporting to the CAO, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, and identifying and explaining variances and financial reporting is effectively managed in compliance with corporate financial policies. Authorize, administer and reinforce the use of sound procedures relating to the acquisition of goods and services for the organization in accordance with the procurement policy and procedures. Approve the delegation of corporate/departments budget ownership outside of established guidelines for commissioners and directors.*

*Accountable for strategic, long range people resource planning for the organization, supporting corporate culture and strategy, ensuring an engaged workforce resulting in optimal people performance by determining ideal organizational structures and systems that facilitate public sector values of transparency, accountability, inclusion and citizen-focused service.*

- Implements the organization's people strategy of continuous improvement, learning and development, accountability for results, attraction and retention of top performers and recognition of achievements
- Ensures employee performance, career development, and succession planning activities are created to facilitate employee growth and development.
- Recommends to Council the appointment, suspension or dismissal of Commissioners.

*Develops and manages relationships with internal and external stakeholders, ensuring strategic initiatives and governance, financial and performance expectations are managed and fulfilled.*

- Provides advice and guidance to the Regional Chair, Councilors and Committees of Council in the development of public policy, ensuring that Council is provided with complete, impartial and accurate information for the purposes of making informed decisions and by-law approvals.
- Develops, establishes, liaises and maintains relationships with the Federal and Provincial governments, the Region's local municipalities, other government agencies, and the residents of the Region in general.
- Represents and speaks on behalf of the Corporation in a manner consistent with the policies of Council to ensure the best interests of the Regional Municipality of Niagara are met.

## Special Requirements

- In accordance with the Corporate Criminal Record Check policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance certificate.

- Supports emergency operations under the incident management structure in the position of Emergency Operations Centre (EOC) Director, or will designate an alternate, and will have overall authority and responsibility for the activities of the EOC.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

## Supervision

<b># of Reports</b>	<ul style="list-style-type: none"> <li>• Direct: 9-14</li> </ul>	Indirect: 3000+
<b>Titles of Direct Reports</b>	<ul style="list-style-type: none"> <li>• Commissioners of Departments/Medial Officer of Health/Treasurer</li> <li>• Regional Clerk</li> <li>• Directors</li> <li>• Executive Assistant &amp; Administrative Lead</li> </ul>	

## Working Conditions

- Typical office environment.
- Attend all meetings of Council and its Committees as required.
- Business travel required.
- Frequent evening and weekend commitments.

## Approvals

By approving this job description, those signing are agreeing that the above describes the appropriate qualifications and principal functions and responsibilities for the position.

	Name	Signature	Date
<b>Manager</b>			
<b>Manager Once Removed</b> <i>(Minimum Director)</i>			

### IMPORTANT NOTE

The Region of Niagara reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.