
**TOWNSHIP OF WEST LINCOLN
JOB DESCRIPTION**

JOB TITLE: CHIEF ADMINISTRATIVE OFFICER **POSITION ID:**
DEPARTMENT: CORPORATE SERVICES DEPARTMENT **JOB LEVEL:** NON UNION
DIVISION: **DATE:** APRIL 21, 2008
REPORTS TO: MAYOR AND MEMBERS OF COUNCIL

JOB SUMMARY:

To exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality and to perform such other duties as are assigned by the Municipality.

QUALIFICATIONS:

- Post Secondary level education including a recognized degree in business or public administration, commerce or other related field.
- Seven to ten years of progressively more responsible management experience in a municipal environment.
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- Strong administrative, organizational and communication skills.
- Thorough knowledge of Provincial statues/regulation and a good knowledge of Provincial/Federal programs related to the municipal sector.
- A working knowledge of all aspects of municipal management and operational functions.
- Ability to work in a team environment.
- Background in Human Resource Management

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RESPONSIBILITIES:

1. Coordinates the recommendation of goals, objectives, policies and programs to Council
2. Coordinates the implementation, monitoring and evaluation of policies and programs as established by Council.
3. Coordinates and provides leadership to all municipal departments and recommends changes where deemed appropriate.
4. Negotiates and prepares agreements/contracts on behalf of the Corporation and directs the execution of same.
5. Attends all regular and special meetings of Council and other meetings as requested by Council.
6. Manages and coordinates the Township's human resources function.
7. Coordinates the provision of special services (ie. Legal, audit, consulting).
8. In consultation with the Treasurer and Director of Finance, oversees the preparation of the annual and long-range operating and capital budgets for the municipality in accordance with approved guidelines.
9. Liaises with appropriate government departments and agencies at the Regional, Provincial and Federal levels as required to ensure the financial viability and integrity of municipal programs.
10. Serves as a representative on behalf of the Township to external boards and committees as necessary.
11. Serves as Chair to the Township's Senior Management Team providing input on overall coordination and direction on Township functions.
12. Makes final recommendations to Council on appointment, promotion, demotion and dismissal of staff.
13. Oversees the direction on appropriate training and skill development programs for all staff.
14. Performs other related duties as may be requested by Council.