

# MUNICIPALITY OF SOUTHWEST MIDDLESEX

## POSITION PROFILE



Position Title: Chief Administrative Officer - CAO  
Report to Title: Municipal Council  
Revised: Approved by Council - April 3, 2024

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**2024 Pay Range:** Pay Band 16, \$152,598 to \$178,518  
**Position Status:** Full-time employee  
**Normal Work Week:** 35 hours  
**Overtime paid:** 1 week in lieu  
**Location:** 153 McKellar Street, Glencoe

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### A – POSITION DESCRIPTION

#### 1. Scope of Position:

The Chief Administrative Officer is the senior staff position within the Municipality of Southwest Middlesex and reports directly to Council. The position is responsible for providing the necessary support to Council for its decision-making as per the Municipal Act, and the implementation of Council's decisions and directions, as well as, administering, coordinating, and managing the Municipality's day-to-day operations. The position has specific functional responsibilities for human resources, economic development, real property sales and purchases, strategic planning and community emergency management and is the staff media spokesperson as per Council's policy and/or direction.

#### 2. Key Responsibilities

##### Council Support:

- Attend all Council and relevant committee meetings.
- Continually provide timely and accurate advice and support to Council, its committees, and other bodies as assigned, regarding Municipal operations, administration, policies, by-laws, and other activities.
- Ensure the development and organization of Council and Committee agendas and relevant support materials, educational sessions, and related needs in collaboration with the Clerk and other Senior Leadership Team members.
- Implement and monitor compliance with approved policies and procedures affecting the administration and operations of the Municipality, developing recommendations for Council's consideration related to new policies, existing policy amendments, and related tasks.
- Support Council and participate in the development of strategic, long-term, and economic plans for the Municipality, providing strategic assessments of key societal and community trends, senior government policy initiatives, operating environment changes, and other impacts that could affect the Municipality as to its services, operations, and development on a timely and comprehensive basis.

- Provide written reports to the Council, with presentations as required, on relevant topics and as directed by the Council.

#### Administration and Operations:

- Provide leadership and give direction to the day-to-day administration and operations of the Municipality in accordance with the policies and directives of Council, the Strategic Plan and all appropriate regulatory and statutory requirements of the Municipal Act and other relevant legislation, regulations and policies.
- Periodically review the Municipality's organization and departmental structure and recommend any changes that would improve the effectiveness and efficiency of the structure.
- Receive regular reports of activities from all departments and consolidate these for transmission to the Council directly or through the appropriate committee.
- Lead and coordinate the planning and delivery of all municipal services in collaboration with the Senior Leadership Team and with consideration for the Strategic Plan and other directional frameworks provided by Council.
- Ensure maximum efficiency in the use of all Municipal resources and undertake ongoing evaluations of operational procedures and practices, and of the effectiveness, relevancy, and expected outcomes of Municipality services, based on annual performance measures and objectives.
- Develop and continually monitor the achievement of a positive customer service delivery model for all the Municipality's services and operations.
- Regularly monitor and ensure the implementation and compliance with all human resources, financial, purchasing, health and safety, development, planning, and other policies and procedures of the Municipality directly and/or through the Senior Leadership Team and staff.
- Appoint a designate when absent for vacation or other leaves, or as necessary to fulfill the CAO role at various forums, committees, and meetings, when unable to attend.
- Undertake other duties as assigned by Council within the context of the Chief Administrative Officer's position and role.

#### Functional Areas:

- Oversees the human resources functions of the Municipality, including leading labour contract negotiations; and human resources policy development and implementation, municipal compensation programs administration, completing performance appraisals of the Senior Leadership Team, succession planning, training and development, performance improvements and disciplinary requirements; and other related tasks.
- Recommend to Council the appointment, employment, suspension, or dismissal of the Senior Leadership Team.
- Work with staff, particularly with the Municipal Treasurer, in developing the strategic parameters for the annual budget preparation, and ensure appropriate budget preparation, presentation, and the active monitoring and reporting of financial performance based on policy requirements or Council's direction.

- Oversees all strategic economic development initiatives, involving economic planning, integration with County initiatives, business development and retention plans, and negotiations.
- Direct responsibility for all dimensions of Community Emergency Management planning, implementation, and evaluation requirements.
- Acts as the principal staff media contact person ensuring an effective working relationship with the media.
- Oversees all legal, property, and contractual matters involving the Municipality and among the Senior Leadership Team.
- Identify directly or through staff and others, opportunities for key liaisons, partnerships, collaborations, and joint initiatives that could bring benefit to, or are required by the Municipality, providing Council appropriate information and alternatives for their consideration and approval.
- Represent the Municipality on appropriate planning, development, organizational, operational, and related bodies, task forces and committees as assigned by Council, including regular liaison with the County of Middlesex and the Province of Ontario.

### **3. Direct Reports**

- Fire Chief
- Manager of Community Services
- Manager of Finance/Treasurer
- Manager of Legislative Services/Clerk
- Manager of Public Works

### **4. Authority to Act**

The CAO has the authority to act as per any defined powers in the Municipal Act, and as per policies approved by Council, and as directed by Council, and as outlined in the Council-approved CAO Position Description.

## **B – PREFERRED QUALIFICATIONS**

- University Degree or College Diploma from an accredited post-secondary institution in Business or Public Administration, Finance, Management, or other relevant discipline.
- Minimum of five (5) years of supervisory / managerial experience in a municipality or environment of equivalent complexity and scope.
- Demonstrated ability to work within a municipal political environment that is led by an elected Municipal Council supported by a diverse staff team.
- Outstanding communication skills, involving verbal, written, digital and presentation capacities.
- Demonstrated strong interpersonal skills, capable of developing consensus and motivating individuals in a complex operational environment to achieve common goals and outcomes.

- Demonstrated administrative, human resources and economic development management and planning capacities.
- Strong team-oriented leadership style with an orientation towards the achievement of defined goals, outcomes, and performance measures through annual and longer-term planning processes.
- Strategic analysis capabilities via research, experience, networking, and other sources that support longer-term planning, strategic decision-making, and annual planning initiatives.
- A strong community development perspective that supports the goals and aspirations of residents to enhance their quality of life.
- Desire to work in partnerships and collaboratively with the rural and urban community of Southwest Middlesex, neighbouring municipalities, the County, senior levels of government, funding bodies and other groups.