

Job Description

Position:	Chief Administrative Officer (CAO)
Reports to:	Town of Antigonish Council
Status:	Full-Time; Permanent
Location:	Town Hall (274 Main Street, Antigonish)
Salary:	\$139,275 - \$156,750

General Accountability

Reporting to the Town Council, the CAO generally manages the day-to-day affairs of the Town within the applicable legislation, and within the policies and by-laws approved by Town Council. The CAO supervises all staff, ensuring that appropriate human resource policies are in place, provides concise advice to Council, and ensures that the annual operating and capital budgets are prepared for the Town.

Responsibilities

- Administer the day-to-day business affairs of all departments of the Town, in accordance with the policies and plans approved by council.
- Co-ordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all Town property and facilities.
- Ensure that the annual budgets are prepared and submitted to Council.
- Be responsible for the administration, accountability and control of the budget adopted by Council.
- Present to Council for its consideration recommendations from the staff, along with appropriate commentary from the CAO, concerning any aspect of internal operation, along with proposed by-laws and resolutions to give effect to such recommendations as may be adopted by Council.
- Meet with directors and staff regularly, for discussion of matters of policy and for co-ordination of all Town activities.
- Attend, or be adequately represented at, all meetings of Council and any other meetings that council may establish, and with the presiding officer make such observations and suggestions as the CAO may deem expedient on the topic under discussion.
- Make written recommendations to Council, when the CAO or the Council deems it necessary, with respect to a chosen topic and those recommendations shall be recorded as part of the minutes of the proceedings.
- Have power to regularly study the Town's administrative organization structure and operations and recommend any changes that would, in the opinion of the CAO, improve the effectiveness or efficiency of the internal operations.

- Recommend to Council the appointment, employment, suspension or dismissal of employees in accordance with procedures laid down in the Town's Human Resource Policy, with power to further delegate this authority.
- Subject to policies adopted by Council, may make or authorize the making of expenditures for the purchase of equipment, supplies and/or other items required for carrying on the business of the Town, and enter into contracts therefore on behalf of the Town, where the amount of such expenditure does not exceed budgeted amounts for capital projects, and in the case of budgeted operating expenditures the sum of fifty thousand Dollars (\$50,000).
- Submit a recommendation to Council respecting any proposed expenditure, for any purpose, in excess of five thousand Dollars (\$5,000), and respecting any contract involved therein, however, notwithstanding the above, the CAO is empowered to make emergency expenditures in excess of five thousand Dollars (\$5,000) and must report the expenditure immediately to Council for ratification at the next meeting.
- Subject to policies adopted by Council, sell any personal property belonging to the Town not exceeding a value of five thousand dollars (\$5,000) which, in the opinion of the CAO, is no longer needed by the Town or which is obsolete or unsuitable for use.
- Subject to policies adopted by Council, personally or by an agent, negotiate and execute leases or real property owned by the Town, including renewals.
- Supervise the performance of all contracts or agreements entered into by the Town and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to the Council respecting such contracts.
- Obtain information regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when, in the opinion of the CAO or Council, such reports are deemed necessary.
- Review the drafts all proposed by-laws and policies and make recommendations to Council with respect to them.
- Act as the Human Resource Manager for the Town ensuring adequate policies are in place.
- Act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and any trade union or employee association and recommend to Council agreements with respect to them.
- Carry out such additional duties and exercise such additional responsibilities as Council may assign.

Qualifications

- Relevant university degree, preferably in municipal administration, with five years experience in a senior management capacity.
- Knowledge of local government management or equivalent formal education and experience.

Additional Skills and Abilities

- Demonstrated experience of policy development and implementation
- Ability to coordinate and execute strategic planning.
- Knowledge of municipal legal and regulatory compliance standards and the Nova Scotia .Municipal Government Act.
- Exhibited problem-solving and decision-making skills.
- Possess political acumen.
- Must have the ability to communicate with the public and Council in presenting advice and recommendations on all matters affecting local government.
- Proficiency in research skills.
- Proficiency in technology including Microsoft Office.
- Possess or willing to obtain a Criminal Record Check.
- Possess or willing to obtain a First Aid/CPR certificate.

How to Apply

To apply for this position, please submit your cover letter and resume to jobs@townofantigonish.ca. Please ensure the subject line of the email includes “CAO Application – [Your Name]” Closing date is Friday, May 31, 2024 at noon (AST).

We thank all applicants for their interest, however only candidates selected for interviews will be contacted.