



City of Dawson

POSITION DESCRIPTION

POSITION TITLE:	Chief Administrative Officer
DEPARTMENT:	Administration
SUPERVISOR:	City Council
SUPERVISOR OF:	City of Dawson Staff

POSITION SUMMARY

The Chief Administrative Officer (CAO) is the senior appointed official of the municipality providing organizational leadership to municipal staff. This position is responsible to Council for the administration and coordination of the delivery of programs and services to the municipality's residents and businesses in a manner that will ensure the effective utilization of the human, financial and physical resources of the municipality.

The CAO will oversee the execution of programs, services, and initiatives approved and established by Council policies and bylaws, and any relevant governing legislation. The CAO is the principal advisor to Council in the development of public policy and is responsible for ensuring that Council is provided with all information necessary to make informed decisions.

MAIN DUTIES

Under the general direction of the Mayor and subject to the policies established by resolution or bylaw of Council, the Chief Administrative Officer is responsible for:

1. Council Relations and Support
 - Building a positive and productive relationship with Council based on trust, commitment, and open communications.
 - Providing periodic reports to Council on the status of programs, services, initiatives, and the financial condition of the municipality.
 - Providing direction in the preparation of agendas for Council and committee meetings.
 - Providing advice on risk and liability when policy, bylaw and city operations are prepared for Council decision.
 - Ensuring that Council receives staff reports on agenda items that provide a background, technical analysis, alternatives and a recommendation sufficient for Council to make an informed decision.
 - Providing advice to the Mayor and Council on agenda items during Council and Committee meetings.
 - Discharging such other duties as Council may assign from time to time by resolution.
 - Providing recommendations for changes to the organizational structure that will improve efficiency and/or improve program and service delivery to the public for consideration to Council.
2. Leadership and Staff Relationships
 - Establishing departments of the municipal administration.
 - Meeting with department heads collectively on a regular basis to review the directions of Council and assigning responsibility for sustainable implementation and execution.

- Monitoring the delivery of municipal services and programs through the various department heads to ensure that Council's budget and business plans are followed.
 - Monitoring the administration of human resources to ensure that all departments conform to established hiring practices, training and other policies and bylaws.
 - Directing or conducting collective bargaining with employee unions, and determining the salaries, wages, and compensation to be paid to municipal officers and employees, including payment pursuant to a classification system.
 - Appointing, suspending or dismissing department heads, as well as providing assistance and direction to department heads in hiring, suspension, or dismissal of all other employees. In the case of unionized employees such action shall be in accordance with procedures in the relevant collective bargaining agreement.
 - Developing appropriate communications procedures to ensure that all members of staff are informed regarding the policies, programs and services of the city, and directions of Council.
 - Monitoring the implementation and execution of all City policies by the responsible departments.
 - Ensuring that all municipal bylaws are enforced.
3. Legislative Responsibilities
- Maintaining a thorough working knowledge of Yukon Legislation and Regulations that affect City operations and the policy, services, and programs of the municipality.
4. Community Engagement
- Developing and maintaining relationships with officials, groups, agencies, and government departments as is necessary to secure information and advice that will assist Council and promote the interests of the municipality.
 - Ensuring that sound public relations are maintained by communicating information on the actions and decisions of Council to the general public through the media.
 - Foster and develop relationships with the community and other levels of government.
5. Budgeting and Finance
- Making or authorizing expenditures and entering contracts on behalf of the municipality.
 - Coordinating the preparation of operating and capital budgets and business plans consistent with the strategic priorities and directions provided by Council.
 - Monitoring purchasing and tendering procedures to ensure that policies of Council are followed.

The duties outlined above are representative of the position and are not all inclusive.

KNOWLEDGE AND SKILLS

EDUCATION

- Post-secondary degree in Public or Business Administration, Planning or related field. An equivalent combination of education, training, skills and abilities may be considered.

EXPERIENCE

- Five years of senior management experience, preferably in municipal government or a similar unionized environment.
- Demonstrated administrative and managerial abilities in directing and overseeing the activities of several departments with wide ranging and diverse public responsibilities.
- Demonstrated participatory management and leadership skills in a team-oriented environment.

- Demonstrated interpersonal and communications skills in dealing with Council, staff, the public and other government officials, and agencies.
- Demonstrated success in developing and implementing comprehensive strategies and achieving results.

SKILLS

- Excellent organizational, time management, and prioritization skills.
- Effective negotiation, conflict management, mediation and problem-solving skills.
- Excellent written and verbal communication skills.
- Effective leadership and ability to motivate people.
- Discretion, tact, empathy, good judgement, and intercultural awareness.
- Ability to work effectively as part of a management team.
- Ability to establish and maintain professional working relationships with Council, staff, and the general public.
- Ability to work flexible hours.
- Ability to maintain confidentiality.

KEY PERSONAL CONTACTS & CONTACT NATURE

CONTACT	NATURE
Mayor and Council	Receive direction, provide status reports, make recommendations, discuss options.
Chief Financial Officer/Senior Financial Officer	Provides direction, information exchange, budget developing and monitoring, project management.
Department Heads	Provides direction, discuss program and project status, review budget positions, problem identification and resolution.
Representatives of Federal, Territorial, Provincial and First Nation Governments	Discussion of similar requirements, programs and policy, information exchange, option development.
General Public	Information exchange, needs identification, problem resolution.
Association of Yukon Communities	Information exchange, discussion of global municipal issues/needs.

RESPONSIBILITY

DECISION-MAKING:

The goals and objectives of this position are established by Council. The incumbent is expected to work with considerable independence. The position is held accountable for quality of services and programs provided. The position is expected to ensure adherence to the City of Dawson Bylaws, policies, and procedures as well as legislative and regulatory requirements.

IMPACT OF ERRORS & ACCOUNTABILITY:

The decisions and direction provided by this position has a significant impact on the organization. The position is responsible for ensuring direction, goals, and objectives are met through efficient time management, effective work ethics and communication. Conscientious, careful, and thoughtful decisions and recommendations can positively impact the City's ability to effectively manage its operations, programs and services.

SUPERVISION

This position is responsible for all staff, and the direct supervision of:

Chief Financial Officer, Senior Financial Officer, Superintendent of Public Works, Protective Services Manager, Parks & Recreation Manager, Planning & Development Manager, Executive Assistant, Communications Coordinator, and Human Resources Officer

WORKING CONDITIONS

This position is located in an office environment, however, will be required to travel by air or road approximately 10-15 days per year. The position is expected to meet established and often short-term deadlines in a variety of areas. As the administrative head for the City of Dawson, the position deals with angry or emotional clientele on occasion and must work effectively amid constant interruption.

The CAO shall work the hours reasonably necessary to complete the work of the position and must be available for reasonable unscheduled work duties.

The CAO shall be expected to work at a minimum during normal hours of business of the City, Monday to Friday.

CONDITIONS OF EMPLOYMENT

Mandatory confidentiality is a condition of employment for all City of Dawson personnel. Failure to meet this requirement could result in dismissal.

Conviction for a criminal act involving dishonesty or moral turpitude or involving any personal gain to the employee constitutes grounds for dismissal.

Successful completion of TH 101 (Local First Nation cultural training) within first 6 months of employment.

Valid Class 5 Drivers License.

AMENDMENTS

This Job Description accurately reflects the present position. It will be reviewed on a regular basis and may be amended.

APPROVAL & ACKNOWLEDGEMENT

Employee: I have reviewed the position description and understand that it is a general description of the duties assigned to the position. I also understand I am required to perform other related duties as requested or directed by my supervisor/manager.

Employee Name / Signature

Date

Manager: I approve this position description as being representative of the work to be performed and the levels of responsibility and authority identified herein have been delegated to this position.

Mayor's Name / Signature

Date