



EMPLOYMENT OPPORTUNITY

CHIEF ADMINISTRATIVE OFFICER

The Town of Nipawin, a diverse and progressive community of approximately 4400 is in search of a proactive Chief Administrative Officer (CAO) to play a vital role in Nipawin's plans for future development.

Nipawin, also known as "*A Town for the People*" and aptly dubbed "*Exceptional by Nature*" is situated adjacent to the boreal forest in northeastern Saskatchewan. The Town is situated next to a thriving Regional Park, with close proximity to the Saskatchewan River and many lakes just outside your doorstep. If you enjoy a variety of outdoor activities coupled with an attractive lifestyle and combined with professional challenges, this job is calling YOU.

Reporting directly to the Town Council, the Chief Administrative Officer (CAO) is the leader of the Municipality's Administrative team. As such, the CAO requires a general administrative background (strategic planning, economic development, urban planning, financial knowledge and municipal management).

As the key member of the administrative team, the successful candidate will possess strong communication skills with a keen interest in leadership and innovation, combined with a grounded, "big picture" perspective. The successful candidate will demonstrate an entrepreneurial approach to doing business. The Town is seeking an energetic and enthusiastic individual with the ability to build and lead the team.

A job description is available for viewing online at www.nipawin.com. To explore this opportunity please send your resume, marked "Confidential" by February 23, 2022 directly to:

Rennie Harper, Mayor
Town of Nipawin
P.O. Box 2134, Nipawin, Sask. S0E 1E0
Phone: (306) 862 9866
Email: mayorharper@nipawin.com

The successful candidate requires a minimum of a university degree or diploma in business administration, commerce or related field, combined with not less than seven (7) years of experience in municipal government. At the discretion of Council, a combination of related course work and experience may be deemed suitable. Salary commensurate with qualifications and experience.

The Town of Nipawin thanks all prospective applicants however, only those selected for an interview will be contacted. Competition will remain open until the position is filled.

Position Description
Chief Administrative Officer (CAO)
Town of Nipawin

Title:	Chief Administrative Officer
Reports to:	Mayor and Council
Subordinate Positions:	Department heads – all departments
Date Revised:	January 31, 2022

Summary:

The CAO directs the overall planning, coordination, and control of all municipal operations in accordance with the objectives, policies and plans approved by Council and *The Municipalities Act of Saskatchewan*. Acts as the primary policy advisor to Council. The CAO conducts all the legislated requirements of the *Municipalities Act*, the appointment bylaw/contract and position descriptions.

Required Qualifications:

Minimum qualifications include a university degree or diploma in business administration, commerce, or related field, together with seven (7) years of progressively more responsible experience in a municipal (or related public sector) environment. At the discretion of Council, a combination of related course work and experience may be deemed suitable.

Key Roles & Responsibilities:

1. Management of Municipality

- 1.1. Administer the day-to-day business of the Town in accordance with the bylaws, policies and resolutions approved by Council.
- 1.2. Ensure proper oversight of all departments and operations of the Town to ensure the Town is being managed effectively, efficiently and in a timely manner.
- 1.3. Based on Council approval of the organizations structure relative to managerial positions, the CAO recruits, trains, assesses, and terminates (as necessary and following discussion with legal counsel).
- 1.4. Guides and directs all department heads in the recruitment, training, assessment, and termination of their staff. Acts as the approval authority for all such decisions.

2. Relationship to the Mayor and Councillors:

- 2.1. Develops and maintains a positive and open relationship with the members of Council.
- 2.2. Ensures that the Mayor is treated in accordance with their status as the chief elected official and thus provides regular briefings and/or assistance as requested or as may be established.
- 2.3. Aids the Mayor, as the chair of Council meetings, and ensures the Mayor is prepared for all agenda matters. Similarly provides such assistance in preparing for major meetings and/or conferences.

3. Strategic Planning:

- 3.1. Recommends goals, objectives, policies, and programs to Council. Meets with Council regularly to review and update.
- 3.2. Supports and engages in, an annual corporate planning process with Council.

3.3. Assists Council in the development of long-term planning and programs to ensure the Town has quality infrastructure and services are maintained in an up-to-date manner.

4. Policy Advisor:

4.1. Directs the implementation and monitors progress of policies and programs approved by Council; evaluates and recommends changes as required.

4.2. Ensures that Council policies are promptly and effectively discharged and tracked and further ensures that all policies and bylaws are current and maintained.

4.3. Updates existing policies consistently and in a timely manner and ensure all of Council and management is aware of current policies. Ensures Council is provided with thoroughly researched and coordinated information in a timely manner.

4.4. Reviews and signs off all management reports and recommendations before they are considered by Council at its regular and/or special meetings.

4.5. Provides advice to any applicable committee of Council on all new and/or revised policies.

5. Departmental Supervision:

5.1. Coordinates departmental activities; recommends to Council any necessary changes in duties or authority of departments.

5.2. Chairs regular (bi-weekly minimum) management team meetings.

5.3. Ensures that each department is managed in accordance with accepted principles.

5.4. Meets regularly with department heads (and travels to various department sites) to ensure that each is meeting on a regular scheduled basis with direct reports and all employees of the respective departments.

6. Performance Assessment:

6.1. Agrees to the right of Council to undertake an annual performance review of the CAO performance (or more frequently as determined by policy, bylaw, or resolution).

6.2. Ensures that the Mayor provides all members of Council with a current copy of the performance review format, position description, appointment bylaw and contract (all as applicable). Ensures the Mayor also provides a copy of prior assessments.

6.3. Ensures the Mayor requests direct reports to participate in the performance review.

6.4. Ensures the Mayor maintains an updated review format and ensures that the employees receive a copy of any such assessments and that a true copy is filed on the CAO's HR file.

7. Financial Management:

7.1. Directs the development of the annual and multi-year budgets and establishment of the financial policies.

7.2. Ensures the Town has current and appropriate tendering and procurement policies and practices which provide the Town with quality suppliers and reasonable prices for all goods and services.

7.3. Works with the Finance Department (CFO) in coordinating budget information.

7.4. Coordinates the work of Department Heads in preparation of budget estimates; ensures that deadlines and guidelines are routinely followed.

7.5. Regularly monitors all municipal investments and the fiscal management of all Town-owned facilities.

7.6. Advises Council about the Town's fiscal position in relation to comparable centers.

7.7. Ensures that expenditures are within the Council-approved budget and approves same to the extent allowed by the Town policies. Ensures that Council is kept aware of any/all changes to the proposed and/or current budget.

7.8. Reviews with Council the potential fiscal impact of any requested policy or program changes.

8. Coordination of Human Resources:

8.1. Within established Council policies and budget guidelines, and in accordance with applicable Collective Agreements, directs the appointment, promotion, demotion or transfer or dismissal of staff.

8.2. Is responsible for the hiring or dismissal of department head staff. Guides department heads in the appropriate hiring and supervision of subordinate staff (i.e., non-department head levels) or dismissal.

8.3. Ensures the municipality has a well-developed, comprehensive, and current human resource plan. Ensures that all HR policies are updated regularly and that, where applicable, they reflect Provincial standards.

8.4. Ensures that Out-of-Scope management and staff is appropriately compensated by conducting regular compensation surveys of comparable municipalities.

9. Complaint Handling:

9.1. Ensures consistent process for coordinating the prompt and proper handling of all requests, enquiries and/or complaints from the public and data reporting of same. Acts as liaison between Council and the public.

10. Bylaws, Agreements and Contracts:

10.1. Discharges all bylaws, agreements, contracts, and policies as approved by Council.

10.2. Directs the execution of all documents, agreements or contracts approved by Council.

10.3. Ensures the satisfactory preparation of bylaws and that copies of all official correspondence, records, bylaws, are retained by the office. Ensures that the statutory provisions of the Act(s) are compiled relative to records management, freedom of information. Provides Council with a copy of the relevant records as set by policy or bylaw.

10.4. Acts as an "Officer" of the Town regarding the Freedom of Information and Protection Act.

11. Meetings:

11.1. Attends all regular and special meetings of Council and other meetings (example – committees) as requested by Council. Acts as the principal policy advisor to Council at such meetings. Delegates the response to requests from Council as appropriate but retains accountability for the flow of all such information.

11.2. Ensures that Council is informed of any planned regular, special or committee meetings and the purpose/agenda thereof. Directs the preparation of Council agenda packages, including background documentation. Ensures that the agenda package represents the best efforts of the administration.

11.3. Ensures that all business items are fully researched, including options, and identified risks, and provides a recommendation on each to Council.

11.4. Ensures that the minutes of all such meetings are properly and expediently recorded and filed as an official record. Maintains a separate bylaw register.

- 11.5. Ensures that correspondence resulting from decision of Council is drafted in a timely manner. Delegates as appropriate. Ensures that letter and e-mail correspondence to the Mayor and Council is responded to under the signature of the Mayor.

12. Special Services:

- 12.1. Coordinates the provision of special services (e.g., legal, audit, consulting) to the Town as approved by ongoing Council policy and/or resolution.
- 12.2. Ensures that such services are used in a meaningful manner and that the Council is made aware of any problems which arise pertaining to such special and external services.

13. Briefing Council:

- 13.1. Prepares a report to Council on all major ongoing and emerging issues.
- 13.2. Updates Council regularly on such issues relative to their status and any expectations of action by Council.
- 13.3. Maintains an awareness of regional and provincial activities as they pertain to the Town; Briefs Council as to any implications or possible impacts.

14. Provincial/Federal Liaison:

- 14.1. Prepares resolutions for Council's consideration and the consideration of any regional provincial and federal jurisdictions and associations. Provides comments to Council on the resolutions under consideration by the applicable Provincial/Federal Association and FCM.

15. Other Related Duties:

- 15.1. Fulfills all obligations of the Municipalities Act either personally, or as permitted by legislation or policy, by delegation. Performs other related duties as may be requested by Council.