

**Town of Two Hills  
Job Description**

<b>Position Title:</b>	<b>Chief Administrative Officer</b>
Department:	Administrative
Reports To:	Mayor and Council

**POSITION SUMMARY:**

As the appointed Chief Administrative Officer, direct the overall planning, coordination, and control of all municipal operations in accordance with the Municipal Government Act, and with the objectives, policies, and plans approved by Council.

**DUTIES AND RESPONSIBILITIES:**

In addition to those responsibilities, and duties prescribed in Section 207, and 208 of the Municipal Government Act, and the powers, and duties as may, from time to time, be assigned or delegated by bylaw or resolution of Council, the Municipal Administrator shall:

1. Report to Council on the effectiveness of its policies, and programs, and recommend changes, if necessary, to achieve Council's stated objectives;
2. Coordinate, direct, and supervise the implementation of the policies, and programs of Council, regularly reporting progress to Council;
3. Direct, and coordinate the activities of the Public Works Department, and the Town Office, and provide liaison with the Royal Canadian Mounted Police;
4. Coordinate, and direct presentations by administrative staff to Council on policy proposals, and on-going municipal operations, making recommendations where appropriate;
5. Liaise with local business organizations, and service clubs, including the Chamber of Commerce through the Economic Development Committee to:
  - a. create new businesses locally, and to expand existing business within the area;
  - b. market the Town through special events, and be the contact person responding to inquiries from interested groups, and individuals.
6. Liaise with other local authorities, and Provincial, and Federal Governments as and when required;

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7. As the Human Resource Officer:
  - a. ensure the development of comprehensive personnel policies, and programs covering the selection, compensation, training, development, retention, appraisal, and placement of town employees;
  - b. supervise, hire, promote, discipline, demote, suspend, terminate, transfer, and direct all employees of the town;
  - c. recommend to Council, proper staffing levels, salary adjustments, fringe benefits, and working conditions;
  - d. on an annual basis, ensure performance reviews are conducted for all staff.
8. Enforce or cause to be enforced all bylaws, and resolutions of the town;
9. Ensure the prompt, and proper handling by administration of all requests, inquiries, and complaints by town residents including the establishment of town policies, and procedures for dealing with complaints;
10. Ensure Council receives all the information, and reports it requires to make effective policy decisions, and monitor the effectiveness of the administrative operations;
11. Attend, or assign a designee to attend, all meetings of Council, and assist in the decision making process by providing advice, guidance, and consultation, as required;
12. Keep the Mayor generally informed of the day to day operations of the town;
13. Catalogue the policies of the Council, and insure that information concerning these policies is distributed to, and understood by the relevant administrative staff;
14. Cause the development of satisfactory procedures concerning budget preparation, and financial reporting of the Towns' revenues, and expenditures including:
  - a. prepare, and submit to Council, the annual budget with appropriate explanations, and substantiating information by December 31<sup>st</sup> of every year;
  - b. recommend cost reduction where possible;
  - c. submit to Council revenue, and expenditure reports every month, compare actual with the approved budget, along with explanations of significant variances;
  - d. report to Council on any other matter either administrative or financial that relates to the control of the affairs on the Town.
15. As Development Officer, enforce all the requirements as set out in of the Town of Two Hills Land Use Bylaw;
16. Review the Town's organization structure regularly, and recommend to the Council any changes to improve operating effectiveness, and efficiency;

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17. Keep informed of governmental and community affairs, and ensure that the Council, and Town employees are made aware of significant trends;
18. It is expressly implied that Council authorizes the Municipal Administrator to delegate such responsibility as has been assigned to this office for the purpose of establishing an efficient, and workable administrative structure. The delegation of authority shall be to department heads of the Town provided that it is in keeping with provisions of the bylaw appointing the Chief Administrative Officer, and is not inconsistent with the Municipal Government Act or any other Act of the Province of Alberta;
19. Act as Assistant Director of Disaster Services as required;
20. Perform any additional duties assigned from time to time by Council.

### **EDUCATION AND EXPERIENCE PREFERRED:**

1. Grade 12 education;
2. Certificate in Local Government Administration, Certified Local Government Manager designation, or willingness to obtain this certification (Equivalencies will be considered);
3. Minimum of three (3) years experience in a municipal government setting;
4. Outstanding verbal, and written communication skills;
5. Demonstrated leadership in human resource management;
6. Demonstrated experience in a municipal setting in budgetary preparation, and management;
7. Computer literacy;
8. Ability to make presentations in a group setting;
9. Ability to function, and work in a fast-paced environment demanding multi-tasking skills;
10. Ability to establish a vision on which to base long, and short term planning, and prepare documents to enunciate that vision;
11. Excellent client relation skills.