



## Chief Administrative Officer (CAO) Job Description

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### Title

Chief Administrative Officer

### Reports To

LRCA Chair and Board of Directors

### Summary

The Chief Administrative Officer will be responsible for the overall planning, co-ordination and control of the activities and business affairs of the Lakehead Region Conservation Authority (LRCA). The position also includes the role of Secretary-Treasurer as detailed in the *Conservation Authorities Act*. As the position is a signing officer, the incumbent must pass a police check and be bondable. The CAO is an ex-officio on the Lakehead Conservation Foundation. The C.A.O. will ensure the effective and efficient provision of all services in compliance with all applicable bylaws, protocols, policies, statutory requirements and applicable agreements. The Chief Administrative Officer shall direct the preparation of plans and programs to be submitted to Board of Directors for the construction, maintenance and rehabilitation of property and facilities, and for the development and improvement of services.

### Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision making and Judgement
- Operating Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Coaching and Mentoring
- Communication



- Energy & Stress Management
- Team Work
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#### Job Duties

- Co-ordinate and oversee the management positions (i.e. Finance Manager, Watershed Manager, Field Operations Supervisor and Public Relations Officer) in the administration of the business affairs of the Authority in accordance with the by-laws, protocols, policies and plans established and approved by the Authority.
- Exercise control and direction of all Authority employees.
- Responsible for the overall efficient operation of the Authority's administration.
- Responsible for motivating and developing the skills of the management positions and their staffs to foster productivity, professionalism and high morale.
- Co-ordinate and oversee the management positions in the preparation of plans and programs to be submitted to the Board of Directors for the construction, maintenance and rehabilitation of Authority property and facilities, and for the development and improvement of Authority services.
- Co-ordinate and oversee the management positions in the implementation, management and evaluation of all policies/protocols and programs approved by the Board of Directors..
- Organize, co-ordinate, and present to Board, recommendations arising from administrative operations which require the approval of Board
- Present to Board, in cooperation with the management positions of the Authority, reports and information regarding progress and accomplishments of programs and projects.
- Direct periodic review of the corporate organization, its structural, management and communication systems, and to report the outcome of those reviews to the Board.
- Expedite all communications from Lakehead Conservation Foundation, Conservation Ontario, Northern Chapter of Conservation Authorities, applicable advisory committees and task forces, and to ensure action, coordination and recommendations to Board.
- Convene and conduct regular meetings of the management positions of the Authority and other appropriate employees as required, to facilitate development of policy, education and development of staff and to coordinate administrative activities.
- Appoint, subject to Board's prior approval, staff to applicable committees as required and to direct them to report to the Chief Administrative Officer on any matter within the powers of the Board.
- The Chief Administrative Officer shall obtain the advice of the Solicitor, Auditor, consultants retained by the municipality, and provincial ministries, as deemed necessary and in accordance with Board defined guidelines and budget restrictions.

- Attend Board and committee meetings with the right, with the consent of the chair, to speak but not to vote thereat.
- Coordinate and oversee the management positions in the implementation and maintenance of public relations as it pertains to municipal staff, general public and taxpayers.
- Provide resource information for LRCA Board.
- Maintain for reference purposes a comprehensive manual of policies approved by Board and/or the Chief Administrative Officer.
- Attend to the interest of the Authority on intergovernmental issues at the administrative level.
- Coordinate the administration of Board approved wage or salary plans affecting all employees of the Authority.
- Ensure the Authority's financial results in cooperation with the appropriate management team, are administered in a sound and efficient manner within the guidelines set by Board and shall be deemed to include: establishment of annual estimates of current revenues; expenditure and capital forecast; and financial control over all operations of Board and approved budget appropriations.
- Ensure that all real property and other property owned by or invested in the name of the LRCA or any of its dependent legal boards (i.e. Lakehead Conservation Foundation) is adequately insured.
- Coordinate with the appropriate management position, for the negotiation, purchase, acquisition or sale of real property on behalf of the LRCA.
- Ensure that no officer, employee or agent of the LRCA shall place any order to purchase or make any purchase, except for a purpose and in the sum authorized in the approved Budget or any supplementary appropriation of funds, and conforming at all times to the prevailing purchasing policy as approved by the Board.
- Create and re-organize such administrative Departments of the LRCA as may be considered necessary and proper to fulfill the functional obligations of the LRCA, subject to prior approval of Board.
- Establish such limited administrative committees and task forces as may be considered necessary.
- Serve Board as the principal policy advisor.
- Provide policy advice on the basis of LRCA operations and staff assessment of problems on staff initiative and in response to new federal/provincial legislation and programs as well as to Board initiative.
- Be responsible for the organization and preparation of policy recommendations to board.
- Take responsibility for the implementation and management of policy decisions by Board.

- Provide for the smooth, timely flow of information and advice to Board, using delegation and information techniques to avoid delay in the Chief Administrative Officer's office.
- Direct the performance of staff through the organization's management positions and other applicable positions, as deemed applicable.
- Provide for policies and procedures established and maintained for equitable employment practices, i.e., hiring and retaining staff, employee relations, compensation and benefits, conditions of employment, personnel records, staff training and development practices.
- Recommend to Board the appointment, employment, suspension or dismissal of management positions.
- Cooperate with the appropriate management position to appoint, employ, promote, transfer, suspend or dismiss employees.
- Provide staff with necessary resources, support and authority to perform responsibly to ensure that policy decisions are managed to Board's satisfaction and that statutory obligations are met.
- Review and evaluate the effectiveness of the total organization providing for analyses of alternative structures and systems of administration that can help improve the effectiveness, productivity and responsiveness of Board, its committees and task forces and staff operations and providing reports to Board with recommendations.
- Responsible for providing Board, its committees and task force with necessary secretarial and technical support.
- Chair the Staff Management Committee, a forum for the coordination of policy advice, organizational change and administration of Board decisions.
- Maintain correct relations with the Solicitor, Auditor, consultants, representatives of other governments, the media and the public.
- Responsible for establishing and maintaining a bond of trust between elected and appointed officials for the successful operation of political and administrative activities, discussing areas of concern with Chair and Board and proposing solutions.
- Maintain a high level of expertise by attending seminars, courses and conferences and by selected reading.
- Balance accessibility to staff, Board and the general public with management of his/her own time to perform policy advisory and management functions.
- Represent the LRCA as the senior administrative spokesperson to exchange, with other governments, information and advice that will be of interest to the LRCA.
- Provide information, advice and assistance to the public either personally or through appropriate staff.
- Only in the absence of the Chair/Vice-Chair provide information, advice and assistance to the media personally or through appropriate staff, when applicable.

- Performs the duties of Co-ordinator for the purposes of the Freedom of Information and Protection of Privacy Act and any other relevant act(s).
- Perform other duties as assigned.

#### Requirements

- Formal training in business administration with emphasis on the use of human and financial resources, as well as significant senior level management experience working within a municipal/provincial environment.
- Advanced organizational and managerial skills and, staff development ability with an understanding of how the political process works with ability to manage from an administrative perspective.
- Ability to support policy advisory functions.
- Ability to encourage creative thinking by staff.
- Excellent verbal and written communication skills.
- Ability to earn respect for the office of Chief Administrative Officer and other appointed offices.
- The personal conduct, deportment and attitude of the Chief Administrative Officer will be such as to reflect credit upon the LRCA and the Board in the best interests of the general public.
- Strong working knowledge of all applicable federal, provincial and local laws, codes and regulations;
- Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of LRCA Board of Directors; the LRCA's personnel rules and policies;
- Strong working knowledge of the principles and practices of management and supervision.
- Ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action;
- Ability to present proposals and recommendations clearly and logically in public meetings;
- Ability to understand, interpret, explain and apply local, provincial and federal laws and regulations as applicable to Ontario Conservation Authorities.
- Ability to evaluate management practices and adopt effective courses of action;
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials;
- Must exercise sound, expert independent judgment within general policy guidelines;
- Ability to establish and maintain effective working relationships with the LRCA Board of Directors, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.



#### Work Conditions

- Travel will be required within and outside of the LRCA watershed jurisdiction
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Lifting or moving up to 10lbs may be required