

CHIEF ADMINISTRATIVE OFFICER

POSITION SUMMARY

Through department Directors, directs all operations of County Government, implementing policies approved by Council, advising Council on all matters under its jurisdiction, acting as a liaison between Council and staff, representing the County as directed with other governments and/or organizations.

KEY ACCOUNTABILITIES

- Reports to, is accountable to and receives authority from Council and performs duties according to Council direction.
- Promotes and facilitates on-going strategic thinking and planning
- Manages the policy advice that is prepared by Directors, external agencies and consultants to ensure that Council is presented with clear, comprehensive and unbiased information and alternatives on which to make reasoned policy decisions.
- Attends Council and, when possible, ad hoc Committee meetings, being available to provide advice and information in the formulation of Corporate policy.
- Oversees the overall interpretation, implementation and administration of Council decisions and provides a well-coordinated communications network from all administrative levels to the political level and vice-versa.
- Maintains, personally and through management of staff, good relations with officials of local municipalities and all others concerned with County operations.
- Coordinates all functions of the various departments working with the area municipalities and special boards and commissions to provide a high level of service to the population of the County.
- Hires, directs, motivates, evaluates the performance, and disciplines up to and including termination of direct reports.
- Fulfils duties of CAO in accordance with the Municipal Act and such other legislation that may be relevant.
- Provides leadership and assistance to the various Directors, Committees and Boards in the preparation of budgets and is responsible for the general administration of the budgets through the Treasurer and Directors.
- Through the Tourism Specialist, is responsible for Tourism Oxford which provides coordination of regional tourism opportunities, marketing and product development programs with its partners.
- Directs and assists with the negotiation and administration of collective bargaining with the employees' bargaining agents within the mandates approved by Council.
- Acts as central reference source for inquiries from the public regarding County operations, providing prompt and accurate responses and referring technical items to the appropriate department/office.
- Maintains good public relations for the County, dealing with the media, community groups.
- Maintains up-to-date knowledge of trends and developments affecting County operations including legislation, Ministry directives, procedural rulings and related

matters, bringing relevant items to the attention of Council and/or Committees and Boards.

QUALIFICATIONS FOR SUCCESS

- Acts in the absence of the Treasurer and has signing authority.
- Carries out such additional duties, and exercises such additional responsibilities, that may be required in the interest of the County and as Council may assign.
- A minimum of a Bachelor's degree from a recognized university in a relevant field.
- History of progressive senior management level experience in a related municipal, regulatory, public sector or private sector organization, including experience leading a complex organization with disparate set of operations and diverse stakeholders.
- An equivalent combination of education and experience may be considered.
- Demonstrated short and long-term vision and success developing and implementing strategic and operational business plans.
- Demonstrated ability to lead, motivate, influence and work collaboratively and effectively with a broad spectrum of individuals, in a complex non-union and unionized environment.
- Strong financial management experience and business acumen to ensure sound fiscal integrity and accountability.
- Effective team leadership and management skills with a proven ability to introduce, lead and implement change successfully.
- Well-developed analytical, negotiation and problem solving skills.
- Ability to demonstrate the required competencies for this position in alignment with Oxford County's competency framework.
- Solid communication skills and interpersonal ("people") skills. Proven ability to effectively communicate and interface with the public and the media as necessary or required.

COMPETENCIES FOR SUCCESS



CAO



Champion

WORKING CONDITIONS

Works in an office environment.

Occasional driving to other locations within and beyond County boundaries.