

CHIEF ADMINISTRATIVE OFFICER

March 10, 2014

The Municipality of Whitestone, Ontario is located in the District of Parry Sound and was incorporated in 2000 encompassing six previous townships. The Municipality is a large lake strewn area which makes it appealing as both a recreation and retirement community. We are seeking a Chief Administrative Officer.

The position of Chief Administrative Officer is an excellent career opportunity for a senior professional experienced in the management of the full range of municipal operations.

As a skilled and experienced manager, you will transform the current organizational structure into a highly effective team and provide leadership in the review and improvements to the delivery of all municipal services including Roads, Landfill, Treasury, Building Services, Planning, Recreation and Economic Development. In addition, the successful candidate will also work with Council in the development and implementation of modern world class management practices.

Success in the position will be measured by delivery of timely and effective advice to Council, an ability to communicate effectively internally and externally, a drive to deliver quality services and a commitment to foster maintenance and development of a high functioning staff team.

You are a proven leader with broad experience, preferably in a municipal or broader public-sector environment. You are skilled in building partnerships internal and external to your organization and you know how to work well with elected officials or a Board of Directors. You have the skills, energy and enthusiasm to make the delivery of high quality services a reality.

For a detailed CAO Position Profile please visit our municipal website at www.whitestone.ca

To pursue this exciting opportunity please forward your detailed resume of experience, qualifications and references in confidence by 4:00 p.m. on Monday, March 31, 2014.

Please forward resume by email to:

job.applicants@whitestone.ca

Thanks to all who apply. Only those selected for an interview will be contacted.

CAO POSITION PROFILE

POSITION FUNCTION

The Chief Administrative Officer is responsible for the overall leadership of all municipal operations and staff under the direction of the Municipal Council.

POSITION RESPONSIBILITIES

Staff

- responsible for the overall selection, leadership and performance of all staff.
- leads and facilitates the management team; responsible for their productivity and cooperation and the full participation of all areas of the organization.
- ensures, sustains and models productive workplace management practices such as ongoing performance feedback and accountability, full staff participation with delegated responsibility and ownership, open sharing of information and performance based rewards.
- coaches and mentors staff; ensures ongoing staff development, cross-training and multi-skilling and succession planning.
- visits all work areas on an ongoing basis to maintain open communications, personal accessibility to all staff and a team oriented environment.

Operations

- responsible overall and through the management team for the leadership and productivity of all municipal operations such as Finance and Administration, Taxation and Assessment, Public Works, Economic Development, Recreation Services, Community Services, and Protective Services.
- ensures and sustains productive workplace practices such as minimal bureaucracy, open sharing and dissemination of information to all staff, a focus on customer service, productivity and cost effectiveness and an organizational structure that supports and reflects such practices.
- ensures a focus on and a measurement of successful outcomes rather than outputs.
- ensures that all legislative requirements such as those of the Municipal Act are adhered to.

Council/Administration Liaison

- assists, advises and informs Council on all municipal matters to assist Council to establish appropriate and well informed overall policy direction.
- ensures that Council is provided with well documented and researched agendas and reports with, where appropriate, alternative solutions, recommended courses of action, and cost benefit analyses.
- ensures that Council is provided with ongoing financial reports which provide an overview of what has been spent as opposed to budgeted and reasons for any significant variance.
- ensures that Council is provided with ongoing management reports that keep Council informed of major activities in each municipal area.
- works closely with the Mayor in establishing and reviewing Council agenda items, following through on decisions made by Council, informing of any potential political issues and maintaining ongoing open dialogue.

- ensures that the overall policy direction established by Council is adhered to.

Planning and Development

- responsible for ensuring appropriate short and long term operational and strategic planning.
- provides ongoing leadership in marketing and promoting the development of the municipality at every opportunity, ensuring prospective businesses and residents are provided excellent information, assistance and service.

Customer Service/Public Relations

- responsible for ensuring an ongoing survey of customer needs, the measurement of how successfully those needs have been met and maintaining high standards of customer service.
- maintains productive public relations at all times; regularly attends community events, regularly visits local businesses and various community groups and represents the municipality at various official functions, committees, associations, other levels of government, etc.

DESIRED GENERAL COMPETENCIES AND BEHAVIORS

The incumbent is expected to demonstrate the following competencies and behaviors in order to successfully fulfill the responsibilities of the position:

- A constant awareness of who the customer is, both internal and external, and a recognition of the customer's needs at all times.
- Excellent interpersonal skills in dealing with the public, staff, businesses, Council and senior officials in other organizations under all types of conditions; maintaining a positive and supportive approach.
- Ability to foster, sustain and role model productive management practices and a positive team environment; sharing expertise and knowledge to support, coach, and develop other staff.
- A high degree of personal initiative with excellent planning and organizational skills covering a wide variety of functions.
- Continuing up-to-date knowledge, personal education, and professional development in all aspects of general management, municipal governance, organizational development, and human resources management.
- Ability to provide overall leadership through personal example for all staff and in support of Council and the community.

DESIRED KNOWLEDGE, EDUCATION AND EXPERIENCE

- University graduation plus required training and education in local government administration or an equivalent combination of education, training and experience.
- An excellent overall knowledge of municipal government affairs.
- An excellent knowledge of and familiarity with best management and business practices.
- Several years of prior senior level management experience in a municipal and/or business environment.