# Chief Administrative Officer
# Town of Westville
# Job Description

**Title**

Chief Administrative Officer

**Reports To**

Council

**Summary**

Under administrative direction of the Town Council, plans, organizes, provides oversight to and participates in all CAO functions, including retaining custody of and maintaining the Town's official records and history; coordinating the conduct of Town Council, ensuring legal notification of various Council, commission and committee meetings, and preparing agenda materials and minutes for Town Council meetings; officiates at bid openings, coordinates Town response to subpoenas for records, and performs the accounting functions for the Town which include budget development, year-end statement preparation, financing forecasting, and monthly reporting. The CAO is accountable for accomplishing goals and objectives for the office and for furthering Town goals and objectives within general policy guidelines and scope of Nova Scotia's MGA.

## Core Competencies

- Customer Focus
- Communication
- Energy & Stress Management
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

**Job Duties**

- Prepare Town Council agenda packets, including coordinating and reviewing agenda material, finalizing agendas and overseeing distribution of the packets.
- Perform follow-up activities resulting from Council meetings, including transcribing and distributing minutes, ensuring that resolutions and

ordinances are in proper format and notarized, tracking committee and commission actions and preparing letters of acceptance or rejection.
- Supervise Town official records file maintenance, ensure that documents are recorded and filed properly and oversee the monitoring, archiving and destruction of documents.
- Oversee Town's Municipal Code ensuring timely update and proper ordinance codification.
- Monitor contracts and other agreements ensuring they are signed, recorded in a timely manner and that Town insurance requirements are met.
- Serve as the Town's Election Official, coordinating all aspects of the Town's General and Special Elections and interfacing closely with the Elections Department.
- Administer Town-wide programs, including Conflict of Interest, Municipal Code, Records Retention and Storage, Document Imaging and Advertising for Council, Commission and Special Meetings.
- Receive bids, officiate at bid openings, return unsuccessful bid bonds and archive bid documents.
- Supervise assigned clerical and technical staff.
- Perform other duties of a similar nature or level.
- Provide Policy and Bylaw advice to Council
- Oversee and Preform Accounting Functions, including year-end preparations

**Requirements**

- Post-secondary degree / diploma with major coursework in business and accounting
- 5 years of supervisory, office administrative, related experience, preferably in a public agency or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Knowledge of the functions, services and funding sources of a municipal government;
- Strong working knowledge of the Nova Scotia MGA
- Strong working knowledge of records maintenance practices and procedures;
- Ability to perform basic supervisory principles and practices;
- Strong working knowledge of all applicable federal and provincial / territorial laws, codes, ordinances and regulations;
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations;
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Skill in: (at entry)
- Preparing agendas and meeting packets;

- Supervise the taking and transcribing accurate minutes;
- Drafting resolutions and ordinances;
- Interpreting codes and laws related to Town records;
- Maintaining Town records, including filing, storage, retrieval and disposal;
- Directing the work of assigned staff;
- Developing effective interpersonal relationships with a variety of people;
- Using computers and related software applications; and
- Communicating effectively with co-workers, officials and the general public to exchange or convey information and to receive work direction.
- Able to write simple correspondence, including memos, letters, etc.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Adjusts and is flexible to meet changing work needs and demands.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Is fiscally responsible and suggests cost-saving measures.
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem solving skills.
- Meticulous records maintenance skills.
- Strong written and verbal skills to communicate with all levels of employees and third-parties.

**Work Conditions**

- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.