



# Chief Administrative Officer Job Description

<b>Job Title:</b>	<b>Department:</b>	<b>Current Incumbent:</b>
Chief Administrative Officer	Senior Management	
<b>Reports To:</b>	<b>Supervisor's Title:</b>	<b>Date Written/Updates:</b>
Village of New Denver Council	Mayor	Written: 08/14/2025 Updated:
<b>Positions Supervised:</b>	<b>Hours of Work:</b>	<b>Salary Range:</b>
11 directly, 9 indirectly	Salaried	\$90,000 - \$105,000
<b>Benefits:</b>	<b>Incentives:</b>	<b>Vacation:</b>
Employer paid Health & Dental, employer matched Municipal Pension contributions	Monthly paid day off, support for professional development, flexible work schedule, ability to occasionally work remotely	Minimum two weeks paid vacation, accrued throughout the year and increased in relation to experience

## **PURPOSE:**

The Chief Administrative Officer (CAO) is the key member of the management team, reporting directly to the Mayor and Council. The CAO facilitates the formulation of the elected Council's strategic direction for the future, and advises on all high-priority and high-profile matters pertaining to municipal operations. The CAO oversees the development of the annual operating and capital budgets, formulation of project specific objectives, and engagement of staff to achieve Council's strategic direction. The CAO provides guidance and policy development direction to senior management, sets the leadership tone for staff, and continually improves systems, practices, communications.

Besides inspiring, mentoring, coaching, and developing a positive corporate culture, the CAO assumes the responsibility of managing day-to-day operations of the Village and ensures that the policies and directions of Council are implemented. The CAO is also the Corporate Officer, Approving Officer, Privacy Officer, and Chief Election Officer for the municipality. As the senior officer, the CAO is accountable for ensuring that the municipal government is open, transparent, and accountable in its actions and operations and further, that the public is accorded access for public participation on civic issues.

## **POWERS, DUTIES & FUNCTIONS:**

### **Statutory Duties:**

1. Under Section 147 of the Community Charter the CAO is responsible for:
  - a. The overall management of the operations of the municipality;
  - b. Ensuring that the policies, programs, and directions of the Council are implemented; and
  - c. Advising and informing Council on the operation and affairs of the municipality.
2. The CAO may delegate portions of his/her authority and responsibility to appropriate officers of the Corporation.
3. As the Corporate Officer, the CAO is assigned powers, duties, and responsibilities for the corporate administration under Section 148 of the Community Charter, as supplemented at any time by resolution of Council.



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4. As the Approving Officer, the CAO is assigned powers and duties to carry out the functions under the *Land Title Act, Strata Property Act, Local Government Act and Real Estate Development Marketing Act*.

## **General Responsibilities:**

Under the general direction of the Mayor, and subject to the Village's bylaws, policies, programs, and other directions of Council, the Chief Administrative Officer is responsible for:

### **1. Effective utilization of the Village's human, financial, and physical resources**

- Report to Council on plans to review and evaluate the effectiveness of the organization and on the status of the implementation of changes.
- Provide direction to Department Heads and to co-ordinate their activities so as to incur the most effective utilization of municipal resources.
- Ensure that officers and employees are delegated adequate authority to carry out their responsibilities and ensure that appropriate limitations on their authority are clearly understood.
- Encourage and approve staff training, attendance at seminars, conferences, etc., in accordance with Council Policy and the Financial Plan to foster productivity, professionalism, and high morale.
- Recruit, hire, plan, direct, coordinate, administer, appraise, and supervise the staff working directly under their jurisdiction and take any disciplinary or termination action (except for statutory officers), as appropriate.
- Report to Council on the addition, suspension, separation, promotion, demotion, transfer, or retirement of any officer or employee of the municipality and recommend termination of any statutory officer of the municipality.
- Approve financial and operating transactions, as outlined in Village policy.
- Review or prepare applications and submissions for grants available to the Village.
- Manage and initiate contract negotiations on behalf of the municipality, and make recommendations to Council for approval; engage appropriate professional advice and support as necessary and within established budgets.
- Ensure all health and safety regulations are reflected in the workplace.
- Decide on all matters of administrative detail for which no specific provision has been made in the law or by Council policy, and report to Council all decisions that should be authorized by appropriate policies.
- Appoint on a temporary basis an "Acting CAO," upon approval of the Mayor and Council, for extended assignments outside vacation and workshop coverage.

### **2. Ensuring that Council's initiatives and policies are executed and implemented in a timely manner**

- Ensure that all resolutions passed by Council are implemented and to report thereon to the Mayor and Council.
- Ensure that all municipal bylaws, policies, and procedures are properly administered.



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- Compile, prepare, document, review, and make recommendations in conjunction with the Chief Financial Officer (CFO) on the capital and operating budgets of the Village, and modify them in accordance with specific guidelines as directed by Council.
- Prepare reports to Council, and maintain such records and information as may be necessary to perform this function.

### **3. Advising Council on the development of bylaws, policies, and the design of programs and other matters**

- Be available to the Mayor and Council for the purpose of answering enquiries, and providing information and reports, as required.
- Provide strategic advice and assistance to Council in developing municipal policy, and recommend policy as appropriate to ensure the effective operation or administration of the municipality.
- Assist Council to develop a Strategic Plan and other plans, and implement and monitor implementation of such plans, while ensuring that the organization and departments are aligned to best produce positive results.
- Assist the Mayor with preparations for Council meetings and any other corporate matters coming within his/her jurisdiction, and assist members of Council in preparing documents required for the fulfillment of their functions.
- Provide for a smooth, timely flow of information and advice to Mayor and Council on emerging issues or on matters that may affect the credibility or integrity of the community, or of any member of council, or an employee of the municipality.
- Obtain legal advice and authorize the Village's solicitors to defend or conduct action or proceeding in a court of law or before a tribunal, arbitrator, board, or any person, for or on behalf of the municipality.

### **4. Working with community groups and the public and with other governments to ensure that Council's bylaws, policies, and programs are communicated, and that such groups have fair and equitable access to Council**

- Represent the municipality before the public, and work with the public as required, for the purpose of answering inquiries and discussing complaints that relate to municipal operations.
- Supervise replies to public enquiries by municipal administration and all correspondence originating from municipal administration, and deal with all correspondence which does not directly concern some other department or office.
- Communicate effectively with Council, employees of the Village, and the general public, and ensure that decisions and directions of Council are implemented in a timely manner.
- Plan, undertake, and oversee effective public consultation processes with the community.
- Market and promote the Council's strategic priorities and enhance the community's image and visibility.

### **5. Attending Council and Committee Meetings and undertaking other activities that the Mayor or Council may from time-to-time assign**



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**6. Acting as the Emergency Operations Director during emergency events and/or evacuations**

**7. The CAO is the Municipal Approving Officer pursuant to the BC Land Title Act**

**8. The CAO is the Municipal Privacy Officer, appointed by Council**

**DESIRED QUALIFICATIONS:**

- Graduation from an accredited post-secondary institution with a degree or diploma in a related discipline, or an equivalent combination of education, training, and experience which can include accredited post-secondary courses in administration, business, and public administration.
- Minimum of 5 years' experience in senior civic management.
- Demonstrated experience and competency in strategic planning and community development.
- Proven experience and competency in providing leadership and direction to supervisors and staff, including motivating, training, conducting performance reviews, and managing recognition and discipline.
- Demonstrated ability to deal frequently with highly sensitive and confidential situations involving the exercise of utmost tact, discretion, and judgment.
- Strong communication, interpersonal relations, and team building skills.
- Thorough knowledge and understanding of the application of leadership and management principles, and administrative, financial, and budgetary processes.
- Demonstrated ability to effectively evaluate, develop, and monitor administrative systems and procedures.
- Sound knowledge of the Canadian Public Service Accounting Board (PSAB), Community Charter, Local Government Act, Employee Standards Act, WorkSafeBC Act, and other senior government legislation that directly affect the Village.
- Demonstrated ability to effectively deal with public officials, the public, and civic user groups, and to provide a variety of information and other customer focused services.
- Ability to work effectively, efficiently, and economically, and to perform well under pressure while dealing with contentious matters, simultaneously meeting deadlines and working productively.
- A strong understanding of First Nations matters and the reconciliation process would be an asset.