

	Report Title	Chief Administrative Officer Job Description
	Report No.	HR 19-10
	Author	Ashley Andrews, Manager of Human Resources
	Meeting Type	Council Meeting
	Council Date	September 23, 2019
	Attachments	Chief Administrative Officer Job Description

RECOMMENDATION

THAT Council receives HR 19-10 Chief Administrative Officer Job Description as information;
AND THAT Council approve the updated Chief Administrative Officer job description.

EXECUTIVE SUMMARY

The Chief Administrative Officer Recruitment Committee is recommending an update to the current Chief Administrative Officer job description.

DISCUSSION

The current Chief Administrative Officer job description was last updated in 2012, upon the hire of the most recent CAO. The committee determined that there were duties missing from the current job description that are paramount to the job duties of the CAO.

As a best practice, the Corporation reviews the job description of a vacant position prior to the position being advertised to ensure that it is up to date and captures the requirements of the position.

The recruitment committee reviewed the current CAO job description along with job descriptions from other municipalities, and sought feedback from both members of Council and the interim CAO. From there, the committee has prepared a final job description for recommendation to Council, as attached.

Please note that the reference in regard to the CAO's role as President of THI has been removed from the updated job description.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government

- ☒ Demonstrate strong leadership in Town initiatives
- ☒ Demonstrate accountability

Report Approval Details

Document Title:	HR 19-10 - Chief Administrative Officer Job Description.docx
Attachments:	- HR 19-10 Attachment 1 - Chief Administrative Officer Job Description.docx
Final Approval Date:	Sep 19, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

Ron Shaw - Sep 19, 2019 - 11:58 AM

