



Job Posting

Deputy Chief Administrative Officer

Reporting to the Chief Administrative Officer (CAO), the Deputy CAO is a senior management position in the Municipality of the County of Cumberland that provides highly effective advice and support to the CAO relating to the development and implementation of policies and strategies that address the unique qualities and needs of the Municipality. As a member of the senior management team, this position provides forward thinking leadership, technical, and managerial expertise to guide the organization in delivering the programs and services as identified by Council. The work is performed with a wide latitude for independent judgment and action under the overall direction of the CAO. The position is designated to act as the CAO in the CAO's absence or as otherwise designated by the CAO.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description.

The position competition will remain open until the position is filled.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

***Clearly mark your resume "Deputy Chief Administrative Officer"**

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Deputy Chief Administrative Officer

Administration Department

Overview

Reporting to the Chief Administrative Officer (CAO), the Deputy CAO is a senior management position in the Municipality of the County of Cumberland that provides highly effective advice and support to the CAO relating to the development and implementation of policies and strategies that address the unique qualities and needs of the Municipality. As a member of the senior management team, this position provides forward thinking leadership, technical, and managerial expertise to guide the organization in delivering the programs and services as identified by Council. The work is performed with a wide latitude for independent judgment and action under the overall direction of the CAO. The position is designated to act as the CAO in the CAO's absence or as otherwise designated by the CAO.

The Municipal Clerk/Executive Assistant, Administrative Assistant, IT Desktop Help & Support Administrator, Human Resources, and the Corporate Communications Officer report to the Deputy CAO.

Job Duties and Responsibilities

- Maintains a thorough understanding of the *Municipal Government Act*, relevant provincial legislation, and other relevant regulation or policy affecting municipal governance or operations;
- Supports the CAO with Council and municipal strategic priorities by leading special projects and initiatives;
- Works with the CAO to establish and maintain strong agenda management processes to ensure Council is well prepared and thoroughly briefed for meetings, and clear direction is obtained for staff to implement;
- Works with the CAO to ensure the implementation of Council policy and direction;
- Works with the CAO to provide advice and information to Council on municipal issues to ensure Council develops well-informed policy;
- Develops and maintains positive collaborative relationships with employees, community groups, stakeholders, contractors, consultants, residents, and government bodies;
- Develops and executes plans to address legal, public relations, and other complex issues as they arise, managing risk to the Municipality's operations, finances, and reputation;
- Establishes and maintains strong process for annual strategic priorities including, Council development and approval, incorporation into the municipal budget, implementation, and reporting;
- Coordinates the annual priority setting process;
- Develops and leads inter-departmental teams in the execution of Council's strategic priorities;
- Takes leadership role with the senior management team on the development of long-range plans and strategies for the ongoing growth and development of the organization;
- Leads a portfolio of services on behalf of the Municipality. Specifically, leads staff in providing services to the residents and internal clients of the

Municipality as noted:

- Provides internal and external communication in accordance with the Municipality's communications strategy;
 - Provides leadership in managing human resources strategic priorities, developing and implementing policies, programs, and procedures regarding human resources planning, collective bargaining, job classification, and compensation;
 - Provides leadership in managing strategic and tactical IT planning to support and improve organizational communications, access to information, and end-user productivity;
 - Manages the relationship with the police services provider;
 - Develops and implements municipal policies and bylaws; and
 - Provides support to the Freedom of Information and Protection of Privacy (FOIPOP) process.
- Manages contracts with, and performance of, legal services;
 - Completes and presents research on issues as required for the CAO and Council;
 - Communicates the Municipality's vision and mission, community values, priorities and objectives to staff, colleagues, regional partners, and the public;
 - Remains apprised of, and advises the CAO on, municipal issues in Nova Scotia including, intergovernmental relations, trends in municipal government, emerging issues, and risks;
 - Fosters effective working relationships based on mutual respect, a collaborative approach to decision-making and, accountability to citizens;
 - Leads the organization in the development and maintenance of operational procedures to ensure consistent and reliable services is provided to citizens and Council;
 - Undertake the annual employee evaluations of personnel in the Department and recommend training and development programs for personnel;

- Ensure the efficient and effective provision of administrative services and respond to all related inquiries;
- Review, develop, and implement methods, standards, scheduling, and reporting systems for the effective delivery of services by the Department and service providers;
- Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Department;
- Acts as the CAO in their absence; and
- Performs such other duties as may be assigned by the CAO.

Qualifications

Graduate degree in public administration or professional designation (CPA, P.Eng., LLB, etc.) in a related field, combined with a minimum of seven to ten years' experience working in a local government environment;

OR

An equivalent combination of relevant experience and education.

Excellent working knowledge of key legislative and regulatory requirements that apply to the services provided by the department, including the *Municipal Government Act*,

Excellent leadership and public relations skills that inspire and motivate staff to perform at their best.

High level of expertise with budget preparation and planning.

Exceptional conflict management, negotiation, decision making, leadership, analytical, planning, organizational and, coaching skills including strong oral and written communication skills

Adherence to high standards of confidentiality

Project management knowledge

Proficient in using Microsoft Office Suite, project management tools, and the ability to learn new technology as required

Driver's license valid in Nova Scotia.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.