

Appendix 2

THE CITY OF GREATER SUDBURY

JOB DESCRIPTION

JOB CODE: 72240

JOB TITLE:	CHIEF ADMINISTRATIVE OFFICER	DATE PREPARED:	March 2, 2000
GROUP NO.:		DATE REVISED:	June 28, 2000, October 29, 2008, August 11, 2015, <u>November 9, 2024</u>
SECTION:		DIVISION:	
DEPARTMENT:	Office of the Chief Administrative Officer	LOCATION:	Tom Davies Square

Main Function: As principal advisor and liaison with Council, the Chief Administrative Officer (CAO) is accountable for providing strategic leadership, information and guidance to Council on matters of significance to them and the citizens of the City of Greater Sudbury.

Oversees all municipal services and functions through the City's leadership team and As Chief of all City staff the CAO must leads the strategic, general and financial management and administration of the organization articulate and oversee through the implementation of a compelling vision aligning the efforts of staff with goals set by Council, the long term goals of the organization, and prudent, general/fiscal management of City services and programs.

Service Objectives:

1. Provide leadership for each of the organization's key enterprise projects to produce positive outcomes for the community.
2. Ensures the City is forward-thinking and using a collaborative approach that promotes modernization, innovation and excellence while leading effective change on service delivery and enhancements.
3. Deliver outcomes described in Council's Strategic Plan with a focus on delivering exceptional customer service that is focused on performance metrics and results in the following areas: Asset Management and Service Excellence; Economic Capacity and Investment Readiness; Climate Change; Housing; Create a Healthier and More Vibrant Community; and Advance Caring Services.

Characteristic: Under the general direction of the Mayor and subject to the policies established by resolution or by-law of Council.

Duties:

1. Responsible for preparation of an annual consolidated Business Plan addressing each mandated service of the Corporation, in conjunction with the operating and capital budgeting processes. The Plan will detail expected service/performance goals/targets/outcomes, and resource inputs to achieve those goals/targets/outcomes, and the performance measures used to assess corporate performance.
2. ~~As a tandem/integrated process to business planning and execution,~~ Responsible for the development and presentation of operating and capital annual budgets by securing budget guidelines from Council, ~~reviewing departmental estimates for every cost centre,~~ providing advice to the Mayor and Council, ~~at budget hearings,~~ and monitoring and controlling the budget throughout the fiscal year.
3. Responsible to administer and oversee the Corporation to achieve targeted results through leadership and direction of Senior Staff in accordance with the Business Plan, policies and programs established by Council. ~~Direct general financial control of all departments,~~ Review and recommend any changes to the Corporation's organizational structure to address current and future needs of the organization. ~~on a regular basis and communicate changes in corporate policy to all levels of management.~~
4. Responsible for the efficient administration of all Departments by review and approval following consultation with Senior Staff, administrative programs and policies, as well as approving expenditures, deviations from budget, and other matters, as delegated by Council.
5. Present, in conjunction with respective Senior Staff, periodic reports and documents covering the operations and financial activities of CGS to the Mayor and subsequently to Council.

6. Develop and maintain effective relationships ~~liaisons~~ with elected officials, groups, agencies, representatives of other levels of ~~and~~ government, management, peers, employees, business community and the public ~~departments as are necessary~~ to carry out the responsibilities of the position Chief Administrative Officer and promote the interests of CGS.
 7. Advise and assist the Mayor and Members of Council in developing strategies, policies and services which address current and future needs of the City. ~~on matters requiring their attention.~~
 8. Develop or enhance ~~Set c~~ Corporate-wide administrative policy, ~~programs and services~~ aligned with the Corporation's overall vision, values, and goals and within pre-established/mutually agreed upon parameters.
 9. Ensure risk management practices are in place to assure the integrity, security, and on-going maintenance/rehabilitation of Municipal assets, infrastructure/buildings, and other physical/financial resources; regularly reports to Council on same.
 10. Enhance the organization's ability to be an employer of choice and the City as an excellent place to work, live, visit, invest and play.
- ~~8-11.~~
- 9-12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
- ~~10-13.~~ Perform other duties and exercise other powers as Council may confer or impose from time-to-time.
- ~~11-14.~~ Perform other related duties as required.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications

Education and Training:

- Successful completion of a University Degree in a related discipline from a recognized University with Canadian accreditation. Postgraduate studies in Business and/or Public Administration and Management studies.

Experience:

- Minimum of ten (10) years of senior level experience in the senior level management of large, unionized, and highly diversified public or private sector organizations.
- ~~Senior level managerial experience in a large diversified organization.~~

Knowledge Of:

- Comprehensive knowledge of government affairs, governing legislation, and public responsibilities.
- Sound knowledge of fundamental and advanced business management principles and best practices.
- Knowledge of the local community's strengths, opportunities and challenges.
- Current and emerging trends as they affect a municipality.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.

Abilities To:

- Understand stakeholder needs, recognize competing interests and develop consensus-driven resolution to issues.
- Build trust and confidence with City Council, community stakeholders, executive team colleagues, direct reports and the organization's frontline staff.
- Manage fiscal and human resources, evaluate complex situations, implement sound management practices and internal controls, and ensure the consistent, fair application of management policies and standards.
- Skillfully navigate political structures and systems, and plan, develop and implement complex administrative and operational systems.
- Foster a healthy work environment, and a workforce culture of service excellence, innovation and collaboration; champions and models workplace values that emphasize respect, integrity, foresight, fairness, and compassion.
- Demonstrate outstanding communication skills with superior political acuity and impeccable strategic planning, issue resolution and decision-making skills.
- Present complex ideas to diverse audiences, build and foster positive, constructive relationships and networks.
- Establish clear expectations, deliverables and deadlines, and influence others to achieve outcomes.
- Model behaviours that show a commitment to service excellence and the highest standards of professional integrity and accountability, embracing diversity, promoting inclusiveness and equality of opportunity.
- Develop staff for progressively responsible roles and ensure they understand the line of sight between their duties and the corporation's strategic priorities.
- Anticipate and lead change, both personally and as a leader with enterprise-wide responsibilities.
- Recognize and appropriately respond to enterprise risks.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.
- High tolerance for change and ambiguity.
- Emotional intelligence.
- Advanced interpersonal, project/time management, organizational, analytical, presentation, report-writing, and leadership skills.
- Personal commitment to address demands from internal and external stakeholders.

S

Language:

- ~~Satisfactory health, attendance and former employment history.~~
- Excellent use of English; verbally and in writing. Bilingualism (English-French) **highly desirable and** a definite asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

LEADERSHIP COMPETENCIES:

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Business Acumen	Understand the business implications of opportunities and decisions, and implement successful business strategies to improve organizational performance.	6	Directs the organization
Judgment & Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	5	Evaluates long-term business impact
Strategic Orientation	Understand the business implications of decisions on one's role, and link daily work to the organization's strategy.	4	Incorporates complex factors into developing a strategy for the organization and the municipality
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	5	Acts for the enterprise
Driving for Results	The personal drive to achieve results, and focus one's attention on accomplishing key objectives and positive outcomes for oneself, one's team and the business.	5	Drives the business forward
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	5	Uses highly sophisticated influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	5	Understands long-term, underlying organizational issues
Aligning People and Teams			
Building Organizational Capacity	Make balanced assessments of people and situations to ensure that the right people are in place to produce and maintain the best business results.	4	Builds organizational capacity
Building Partnerships	Build and maintain reciprocal, strategic relationships with networks of internal and external stakeholders.	4	Strategically networks for the organization
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	5	Promotes a high performance culture
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	6	Galvanizes the organization around a vision

APPROVED BY:

SIGNATURES

DATE

MAYOR:

DIRECTOR OF HUMAN RESOURCES
AND ORGANIZATIONAL DEVELOPMENT:
