

## THE CITY OF GREATER SUDBURY

## JOB DESCRIPTION

JOB CODE: 72240

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

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

As Chief of all City staff the CAO must articulate and oversee 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.

**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 budgeting process. 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 annual budgets by securing budget guidelines from Council, reviewing departmental estimates for every cost centre, providing advice to 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 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 liaisons with officials, groups, agencies and government departments as are necessary to carry out the responsibilities of the Chief Administrative Officer and promote the interests of CGS.
7. Advise and assist the Mayor and Members of Council on matters requiring their attention.
8. Set Corporate-wide administrative policy aligned with the Corporation's overall vision, values, and goals and within pre-established/mutually agreed upon parameters.
9. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
10. Perform other duties and exercise other powers as Council may confer or impose from time-to-time.
11. 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.

**Experience:**

- 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.

**Personal Suitability:**

- Satisfactory health, attendance and former employment history.
- Bilingualism (English-French) a definite asset.

**LEADERSHIP COMPETENCIES:**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
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
<b>Delivering Business Results</b>			
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
<b>Aligning People and Teams</b>			
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:

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DIRECTOR OF HUMAN RESOURCES  
AND ORGANIZATIONAL DEVELOPMENT:

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