

Bowen Island Municipality

Job Description

2024

Position Title: Chief Administrative Officer

Department: Administration

Position Summary: The Chief Administrative Officer will provide expert advice and support to the Mayor and Council in developing and implementing policies and strategies that address the unique qualities and needs of Bowen Island, as an island municipality within the Islands Trust.

As the Municipality's senior officer, the Chief Administrative Officer is accountable for:

- Providing strong and effective leadership to the management and staff of the Municipality;
- Ensuring that Municipal public works and capital projects are designed, built and operated in a professional, safe and cost-efficient manner;
- Ensuring that Municipal services, such as planning, recreation and bylaw enforcement, are conducted in a professional, safe, cost-efficient, fair and effective manner; and
- Ensuring that Municipal government is open, accountable and transparent in its actions and operations and, further, that the public is accorded access for public participation on civic issues.

The Chief Administrative Officer will also play a liaison role between the Municipality, the Province of British Columbia, Metro Vancouver and the Islands Trust on inter-governmental matters.

KEY RESPONSIBILITY AREAS:

MAYOR and COUNCIL SUPPORT

1.0 Strategic Plan

Supports the Mayor and Council in formulating and updating a Strategic Plan for the Municipality on an annual basis. This plan will chart a future, will identify the critical issues that must be addressed and will set annual objectives and strategies.

On a regular basis, submits to the Mayor and Council an analysis of progress in achieving objectives established in the Strategic Plan, sets out a rationale for any variances and recommends modifications to the Plan.

2.0 Advice and Support to Council

Supports the Mayor and Council in the determination of policy and decision making by providing expert advice, counsel and the presentation of germane information from staff recommendations, community groups and citizens. Formulates alternatives for consideration by the Mayor and Council to ensure that the Municipality's objectives are achieved through the most effective and realistic strategies. In addition to new policy, capital project and program initiatives, keeps the Mayor and Council apprised of issues and developments of an operational or political nature that relate to the interests of the Municipality.

Ensures effective oversight of all reports to Council. Provides objective advice, clearly articulated alternatives and relevant background information and briefing materials to the Mayor and Council in carrying out their range of responsibilities.

3.0 Policies and Programs

Recommends to the Mayor and Council new and revised policies, capital projects and programs which:

- are consistent with Council's Strategic Plan, priorities and policies;
- meet the changing needs of the public served by the Municipality; and
- effectively and efficiently fulfills Council's mandate.

4.0 Accountability

Ensures that Council policy is implemented, objectives are achieved, and programs operate within approved funding limits. As the CAO is the Council's link to Municipal operations, all authority, conduct and accountability of staff, as far as the Mayor and Council is concerned, is considered the authority and accountability of the CAO.

LEADERSHIP and MANAGEMENT

5.0 Organization and Management of the Municipality

Develops, maintains and leads an effective organization structure for the staff of the Municipality that reflects operational needs and is directed towards accomplishing the objectives established in the Strategic Plan. Of importance is a strong senior management team that is capable and accountable for the day-today management of the operation of the Municipality.

Ensures the professional, safe, cost-efficient, fair and effective functioning of all Municipal operations.

6.0 Financial and Administrative Management

Overall management responsibility and supervision of the Chief Financial Officer and the Corporate Officer to ensure effective financial controls and administrative systems are in place to meet the Municipality's obligations under the *Community Charter* and *Local Government Act*. Ensure effective resource utilization within the objectives, policies, plans and budgets established by Council.

Ensures any financial controls or administrative system recommendations of the Municipal auditor or Mayor and Council are implemented and effected in a timely manner.

7.0 Municipal Public Works and Capital Projects

Overall management responsibility and supervision of the Director of Engineering and Operations to ensure that Municipal public works and capital projects are designed, built, operated and maintained in a professional, safe and cost-efficient manner.

8.0 Municipal Services

Overall management responsibility and supervision of the Directors of Planning, Recreation and Community Services, and other service divisions to ensure that all municipal services, including planning, recreation and bylaw enforcement, are conducted in a professional, safe, cost-efficient, fair and effective manner.

9.0 Subdivision Approving Function

Acts as subdivision Approving Officer.

10.0 Human Resources

Responsible for the recruitment and termination of municipal staff. Ensures that there is a clear definition of the responsibility of each employee, a comprehensive work plan is established for each employee or consultant, effective programs are in place to foster the development of the skills and abilities of personnel, and develops and implements a system to regularly assess, measure and review employee performance.

Provides leadership and support to the employees of the Municipality in order to capitalize on the full potential of these critical resources. Creates a dynamic climate that results in the continual search for new, creative and more effective approaches to fulfilling the Municipality's mandate. Creates a work environment that is professional, fun, challenging, motivating and rewarding for all management and staff. Encourages the involvement of individuals at all levels of decision-making. In doing so, stimulates, motivates, guides and directs all individuals to commit and contribute fully to the realization of the Municipality's strategic and operational objectives.

Ensures leadership and support is provided to committees, commissions, task forces, working groups or other volunteer groups or consultants, as directed by Council.

PUBLIC SERVICE and INTERGOVERNMENTAL LIAISON

11.0 Public Service and Communication

Ensures that Municipal staff strive to consistently deliver, within the resources and authority granted, the highest possible level of service to the public.

Ensures timely, clear, open and transparent communication and access to the public on Municipal governmental affairs and operations.

12.0 Relationship with Public

Is accessible to Bowen Island residents, taxpayers, businesses and other members of the public during regular business hours. Works with Council to develop processes to garner public input for the formulation of Council's strategic planning, priority and policy objectives.

13.0 Monitor Emerging Issues and Trends

Monitors changes in legislation, emerging issues, trends and opportunities, and provides the Mayor and Council with timely advice and counsel relative to the potential impact on the Municipality.

14.0 Relationship with the Islands Trust, Metro Vancouver Regional District and other municipalities

Develops and maintains effective working relationships with the Islands Trust and Chief Administrative Officers of neighbouring municipalities. Takes an active role on behalf of the Municipality in the Islands Trust and Metro Vancouver Regional District intergovernmental affairs.

15.0 Relationship with Provincial Government, Crown Corporations and Commissions

Develops and maintains effective relationships with Federal and Provincial government authorities affecting the Municipal affairs.

16.0 Relationships with External Organizations

Develops and maintains effective relationships with all agencies and business associations including the Arts Council, education, recreation, environmental and conservation groups and other associations with an interest in the Municipality.