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## **JOB DESCRIPTION**

### **Chief Administrative Officer Village of Champion**

**Supervisor:** Village Council

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#### **1. Purpose of Position**

- 1.1. The Chief Administrative Officer (CAO) reports directly to Council and is the administrative head of the Village. The CAO is responsible for the effective day-to-day operation of the municipality in accordance with the *Municipal Government Act* (MGA), other applicable legislation, and Council-approved bylaws, policies, and programs.
  - 1.2. In a small village, this is a hands-on leadership role. The CAO moves between Council advice, legislative compliance, finance, human resources, public works oversight, utility and tax administration, grant management, emergency management, and front-counter service to residents. The position requires sound judgment, practical problem-solving, strong ethics, and the ability to get work done with limited staff and resources.
  - 1.3. The CAO is Council's only direct employee and is accountable for ensuring that all municipal employees, contractors, and designated officers carry out their duties effectively.
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#### **2. Organization Structure**

- 2.1. The position reports directly to Village Council.
  - 2.2. Positions and functions that report to, or are directed by, the CAO include:
    - 2.2.1. Administrative / clerical support (if appointed)
    - 2.2.2. Public Works Foreman / Operator(s) and seasonal staff
    - 2.2.3. Contractors and service providers acting on behalf of the Village including the Oldman River Regional Services Commission planning support, Superior Safety Codes, engineering consultants, and appointed auditor.
    - 2.2.4. Designated officers appointed by bylaw, unless Council directs otherwise.
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#### **3. Program Responsibilities**

This position (not listed by priority):

##### **3.1. Legislative and Council Support**

- 3.1.1. Carry out the powers, duties, and functions of a chief administrative officer under sections 207 and 208 of the MGA and any other applicable enactment.
  - 3.1.2. Advise Council in writing of its legislative responsibilities under the MGA.
  - 3.1.3. Attend all Council meetings and such committee, board, or regional meetings as Council requires.
  - 3.1.4. Prepare agendas, reports, and recommendations; record and retain minutes; and ensure follow-up on Council resolutions.
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- 3.1.5. Keep bylaws, minutes, agreements, and other municipal records safe, organized, and available in accordance with the MGA, the Village records-retention bylaw, and ATIA/POPA requirements.
- 3.1.6. Serve as Privacy Coordinator, or ensure a Coordinator is designated and supported.
- 3.1.7. Coordinate general municipal elections and by-elections, or arrange for a Returning Officer, in accordance with the *Local Authorities Election Act*.
- 3.1.8. Ensure the Minister is provided with required information following elections or changes in Council.

### **3.2. Strategic Direction and Organizational Leadership**

- 3.2.1. Work with Council to develop, implement, and report on a practical strategic plan, business plan, and levels of service appropriate to a small village.
- 3.2.2. Identify risks, service gaps, and opportunities for efficiency, shared services, and regional partnerships.
- 3.2.3. Develop and implement administrative directives and procedures that support efficient, consistent service.
- 3.2.4. Accept special duties and other tasks assigned by Council.

### **3.3. Financial Management**

- 3.3.1. Oversee preparation of the annual operating and capital budgets and the tax-rate bylaw for Council consideration.
- 3.3.2. Oversee preparation of the annual operating and capital budgets and the tax-rate bylaw for Council consideration.
- 3.3.3. Monitor revenues and expenditures against approved budgets and report to Council as often as Council directs.
- 3.3.4. Administer property taxation, assessment liaison, utility billing, collections, penalties, and payment plans (including TIPP / pre-authorized debit where offered).
- 3.3.5. Identify, apply for, administer, and report on provincial, federal, and other grants (including LGFF, CCBF, and successor programs).
- 3.3.6. Maintain accurate financial records, support the annual audit, and ensure financial reporting required by the MGA and regulations.
- 3.3.7. Negotiate and conclude contracts within limits established by policy or Council resolution.
- 3.3.8. Control purchasing and municipal spending in accordance with approved budgets and procurement policy.

### **3.4. Human Resources and Office Administration**

- 3.4.1. Hire, dismiss, promote, reward, or discipline Village employees, subject to Village policy and employment law.
- 3.4.2. Supervise, train, coach, and evaluate staff; ensure required certifications are maintained.
- 3.4.3. Implement internal reorganization of duties when needed for efficient operation and report significant changes to Council.
- 3.4.4. Ensure workplace health and safety practices are current Occupational Health and Safety (OHS) legislation is followed,
- 3.4.5. Ensure front-counter and telephone service coverage is available during established office hours.
- 3.4.6. Maintain the Village website, public notices, and routine resident communications.

### **3.5. Operations, Infrastructure, and Utilities**

- 3.5.1. Provide oversight of public works operations including roads, sidewalks, drainage, parks, Village facilities, fleet, and related equipment.
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- 3.5.2. Provide oversight of municipal water, and sewer, including utility accounts, meter reads, bulk water, emergency response protocols, and regulatory compliance.
- 3.5.3. Support asset management, capital planning, and infrastructure renewal at a scale appropriate to the Village.
- 3.5.4. Provide oversight of coordination of contractors and regional service providers for work the Village does not deliver in-house.
- 3.5.5. Ensure after-hours emergency contacts for water and other critical services are current and communicated.

### **3.6. Planning, Development, and Bylaw Administration**

- 3.6.1. Serve as Development Officer, and coordinated accordingly with the Oldman River Regional Services Commission (ORRSC).
- 3.6.2. Receive and process development permit applications, refer files as required, and support the Municipal Planning Commission / Council on land-use matters.
- 3.6.3. Liaise with Superior Safety Codes (or successor) on building permits and inspections.
- 3.6.4. Administer Village bylaws.
- 3.6.5. Support economic development, community groups, and business inquiries in a manner consistent with a small village.

### **3.7. Emergency Management**

- 3.7.1. Serve as the Village's Director of Emergency Management (DEM), or ensure a qualified DEM is appointed and accountable to the CAO and Council.
- 3.7.2. Participate in the Vulcan County Regional Emergency Management Partnership (VCREMP) and coordinate Village plans with regional, provincial, and federal requirements.
- 3.7.3. During an emergency, support or assume assigned Emergency Operations Centre duties and keep Council informed.
- 3.7.4. Complete required Alberta Emergency Management Agency training as set out in Section 5.

### **3.8. Community and Intergovernmental Relations**

- 3.8.1. Act as the principal administrative liaison with residents, community organizations, neighbouring municipalities, Vulcan County, provincial ministries, and regional commissions.
- 3.8.2. Foster shared services and partnerships that improve service or reduce cost for a small municipality.
- 3.8.3. Maintain a visible, professional presence in the community and represent the Village at meetings as directed by Council.

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## **4. General Qualifications**

The candidate should have:

- 4.1. Post-secondary education in business administration, public administration, finance, municipal government, planning, or a related field is preferred; equivalent combinations of education and relevant experience will be considered.
- 4.2. Preference will be given to candidates with a CLGM designation, NACLA / local government certificate, or enrolment in such a program.
- 4.3. Progressive administrative or management experience in a municipality, ideally a village, town, or other small local government. Experience as a CAO, assistant CAO, clerk, or finance officer in a lean organization is a strong asset.
- 4.4. Comfort working in a small, close-knit community and serving as a working manager rather than a purely executive role.

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## **5. Required Qualifications**

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The incumbent must have:

- 5.1. Proven ability to work effectively with Council, residents, community groups, contractors, and other orders of government, with strong communication, facilitation, and conflict-resolution skills.
  - 5.2. Working knowledge of the MGA, or the demonstrated ability and willingness to acquire it quickly and to guide Council and staff on legislative requirements.
  - 5.3. Practical financial skills: budgeting, bookkeeping or municipal accounting software, tax and utility administration, grant applications, and audit support.
  - 5.4. Ability to prepare clear reports, agendas, minutes, bylaws, and policies.
  - 5.5. Ability to supervise a small staff and contractors, set expectations, and maintain a respectful, accountable workplace.
  - 5.6. Working knowledge of, or capacity to learn, municipal operations including public works, water and sewer utilities, waste services, planning and development, and emergency management.
  - 5.7. High ethics, integrity, confidentiality, and accountability, with a focus on service to ratepayers.
  - 5.8. Competence with standard office technology (Microsoft Office or equivalent, email, financial software, website updates). Familiarity with common Alberta municipal systems is an asset.(MAConnect, APC)
  - 5.9. Ability to plan work, manage several files at once, meet statutory deadlines, and make timely decisions with limited resources.
  - 5.10 A minimum of three to five years of relevant municipal, public-sector, or small-organization administrative experience is preferred. Council may consider a strong candidate with transferable skills and a commitment to municipal training.
  - 5.11 Must successfully complete the Alberta Emergency Management Agency Director of Emergency Management (DEM) course within the first six months of employment, if not already completed.
  - 5.12 Must complete additional emergency-management training as required by the Local Authority Emergency Management Regulation and Village policy (ICS training to the level directed by Council, typically within 18 months).
  - 5.13 Valid Class 5 Alberta driver's licence (or ability to obtain an Alberta licence within three months), with a driving record acceptable to the Village's insurer. Periodic travel for Village business is required.
  - 5.14 This is a position of trust. The incumbent must be bondable and able to provide a satisfactory criminal-record check.
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## **6. Working Conditions**

- 6.1. This position reports to the Village of Champion Municipal Office, Monday to Friday. Evening Council and committee meetings, and occasional weekend community or emergency duties, are required.
  - 6.2. The role combines office work, public contact, and occasional site visits to Village facilities and worksites.
  - 6.3. The CAO is expected to maintain or arrange coverage so statutory duties and essential resident services continue during absences.
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## **7. Special Duties**

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*(Each incumbent may have special skills. Any special duties shall be detailed here*

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