

HAMLET OF FORT MCPHERSON

JOB DESCRIPTION TITLE: Senior Administrative Officer

DEPARTMENT: Senior Management

REPORTS TO: Council

SUMMARY OF POSITION:

Reporting to Council, the Senior Administrative Officer (SAO) is responsible for providing operational vision and leadership to the Hamlet through planning, organizing, and directing the operation of all municipal services in accordance with legislation, by-laws and policies established by Council.

The SAO serves as Council's representative to the community and community organizations, media, other levels of government, and professional associations.

The SAO advises Council and recommends actions to address current and emerging issues as well as trends to ensure that Council policies and programs result in the attainment of Council's vision and strategic goals.

MAIN DUTIES & RESPONSIBILITIES

Administration:

- Coordinates leads and directs the senior management team in the efficient administration of the Hamlet, in accordance with the policies and plans approved and established by Council.
- Directs, coaches, and motivates staff to manage the day-to-day operations of the Hamlet and deliver programs and services to residents in a manner that meets quality standards set by Council.
- Attends Council meetings, Committee meetings and other meetings as required by Council to keep informed of issues and participates in discussions on the strategic and operational direction of the Hamlet.
- Oversees the preparation of annual operational plans and budgets, and once Council approves the budget, works with the Director of Finance and other staff to allocate funds and monitor expenditures and revenues to ensure financial accountability.
- Works closely with Council to foster a positive working environment, promotes effective communications, resolves problems and issues, and develops and implements strategies and policies to attract and retain employees.
- Provides advice and expertise to Council, including the identification of legal and financial implications of initiatives and the potential impact on staff and the community.
- Performs liaison functions between the Mayor, Council and citizens on administrative matters pertaining to by-laws, policies, or programs, investigates and manages public complaints and concerns and reports these concerns to Council, as necessary.
- Develops and promotes a strong working relationship with Mayor and Council.
- Exercises all the powers and duties of the position of Senior Administrative Officer, as prescribed by the Statutes of the Northwest Territories, and as may be prescribed by Council from time to time.

Planning, Strategy and Direction

- Coordinates and oversees the development and implementation of an inclusive consultation process culminating in a Council approved strategic plan, operational objectives and supporting policy framework. This includes consulting with key stakeholders and consultants to establish an appropriate strategic planning process.
- Promotes, communicates, and advances Council's vision, values, priorities, and objectives to Directors and staff, ensuring department strategies, plans, and initiatives are aligned with the Hamlet's vision, values, and priorities.
- Develops and implements long-term plans and objectives within the Hamlet in conjunction with the Department Heads.
- Recommends to council new initiatives, changes to programs/services, or changes to the organizational structure to improve effectiveness and/or efficiency or service delivery to Council.
- Demonstrates evidence of high performance and competent stewardship, reporting on meaningful, accurate and timely management, performance, and quality service targets to align with strategic priorities.
- Develops and regularly reviews executive policy for Council approval.

Financial Management

- Oversees the preparation of the annual budget and monthly financial reports for submission to and approval of Council.
- Ensures expenditures receive necessary approvals and are within the approved budget.
- Evaluates and recommends actions to be taken with respect to the Hamlet's financial position.
- Monitors the delivery of municipal services through the various department heads to ensure that council's budget and business plans are followed.
- Ensures all purchasing and procurement is in compliance with the Hamlet's procurement policies and procedures.
- Oversees the development, approval and implementation of long-term capital works budgets and management of municipal assets and infrastructure.

Human Resource Management

- Oversees the management of all human resources, including progressive and fiscally sound policy and procedures; and the recruitment, hiring and termination, supervision, training, development, evaluation and compensation of staff and contractors.
- Supports growth and development of the staff team and individual members.
- Develops appropriate communications procedures to ensure that all employees are informed regarding the policies and directions of council. Monitors the implementation and execution of all council policies by responsible departments.

JOB SPECIFICATIONS

Education and Experience

- A university degree in a relevant discipline, together with a minimum of five (5) years' experience working as a senior manager in a municipal government environment, or equivalent private-sector experience.

Knowledge, Skills, and Abilities

- Demonstrated knowledge of *the Hamlets Act* of the Northwest Territories and other relevant Acts and regulations that impact municipalities.
- Strong interpersonal skills that inspire commitment, collaboration and teamwork.
- Excellent verbal/written and interpersonal skills; has the ability to resolve conflicts and deal with sensitive or political issues in an effective and timely manner.
- Proven success developing and implementing strategic and operational business plans.
- Demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes.
- Trustworthy leader who demonstrates openness, trust, ethics, and integrity.
- Strategic and innovative thinker with a proven ability to champion and successfully implement change.
- Demonstrates a commitment to the empowerment, development and mentoring of staff.

Working Conditions

- Normal hours of work are 37.5 hours per week, Monday to Friday, with regular extra time required, including evening meetings.
- Regularly responds to emails and phone calls after hours from members of Council, local media, staff for the purpose of issues management.

CERTIFICATION

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| <p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Supervisor's Title</p> <p>_____ Mayor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Mayor's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

APPROVED