

Town of Bon Accord

Chief Administrative Officer (CAO) Job Description

Position Summary

The Chief Administrative Officer (CAO) is the administrative head of the Town of Bon Accord and is accountable directly to Mayor and Council. The CAO provides leadership, strategic advice, and overall management of the organization to ensure that municipal services are delivered effectively, efficiently, and in alignment with Council's vision, priorities, and policies.

The CAO acts as the primary advisor to Council, oversees all municipal operations, manages staff, and ensures compliance with the Municipal Government Act and all relevant legislation.

Key Responsibilities

Leadership & Strategic Direction

- Serve as the administrative head of the municipality as defined under Sections 205–208 of the Municipal Government Act.
- Provide professional advice, information, and support to Council in developing and implementing strategic priorities, policies, and bylaws.
- Cultivate a collaborative working relationship with Council built on trust, transparency, and respect.
- Lead the organization in developing and executing a shared vision for the Town's future.

Council & Governance Support

- Prepare agendas, reports, bylaws, and recommendations for Council's consideration.
- Ensure Council decisions are implemented efficiently and reported back in a timely manner.
- Attend Council and Committee meetings, and represent the municipality with external stakeholders as directed by Council.
- Maintain open communication channels between Council, staff, residents, and community partners.

Organizational & Administrative Management

- Direct, supervise, and evaluate all municipal departments and employees.
- Provide coaching, mentoring, and leadership to staff, fostering a positive and high-performing organizational culture.
- Develop and implement administrative policies, systems, and procedures to ensure accountability and efficiency.

- Oversee human resources, including hiring, performance management, and professional development.

Financial Management

- Prepare, recommend, and manage annual operating and capital budgets.
- Ensure strong financial stewardship, accurate reporting, and compliance with approved budgets.
- Advise Council on financial strategies, taxation, reserves, investments, and long-term financial planning.
- Recommend the appointment of auditors and oversee annual audit processes.

Community & Economic Development

- Act as a key representative of the Town with residents, businesses, government agencies, and community organizations.
- Promote community and economic development initiatives that enhance the Town's sustainability and growth.
- Support planning and development activities, ensuring compliance with applicable regulations and alignment with community needs.

Emergency & Risk Management

- Oversee the Town's Emergency Management Program and ensure readiness for disaster services.
- Manage organizational risk, including insurance, claims, and legal matters, within delegated authority.

Qualifications

- Post-secondary education in Public/Local Government Administration, Business/Public Administration, or a related field. A CLGM designation or equivalent is considered an asset.
- Minimum of 5–7 years of progressive senior management experience in municipal government or a comparable public-sector organization.
- Strong knowledge of the Municipal Government Act and other relevant legislation.
- Demonstrated financial management skills, including budgeting, forecasting, and long-term planning.
- Excellent communication, interpersonal, and public relations skills.
- Proven ability to lead, coach, and inspire staff in a collaborative team environment.
- Strong problem-solving, analytical, and decision-making skills.

Personal Attributes

- Integrity, honesty, and professionalism.
- Politically astute while remaining non-partisan.
- Visionary thinker with strong strategic planning abilities.
- Relationship-builder with the ability to connect with Council, staff, and the community.

- Adaptable and resilient, with sound judgment under pressure.

Compensation

The Town of Bon Accord offers a competitive salary and comprehensive benefits package commensurate with qualifications and experience.

Application Process

Interested applicants are invited to submit a detailed resume and cover letter outlining how their skills and experience align with the position of CAO for the Town of Bon Accord.

Applications should be directed to:

This competition is being supported by Bloom Centre for Municipal Education. Interested applicants are invited to submit a detailed resume and cover letter to:

Tim Duhamel, President
Bloom Centre for Municipal Education
Email: tim.duhamel@bloomcme.com]

The Town thanks all applicants for their interest. Only those selected for an interview will be contacted.