



### **Chief Administrative Officer**

The City of Pembroke known as “the heart of the Ottawa Valley” is a full-service small City located along the shores of the historic Ottawa River in the County of Renfrew between the Cities of Ottawa and North Bay.

Pembroke is a single-tier municipality and urban service centre to a population in excess of 70,000 people.

As a result of an upcoming retirement, the City of Pembroke is recruiting for a **Chief Administrative Officer**. This is a full-time position.

The ideal candidate will possess:

- Post secondary degree /diploma in Public Administration/Business Administration/Commerce/Planning or other Municipal related areas.
- Certified Municipal Officer (CMO), Diploma in Municipal Administration (DMA) considered an asset.
- Minimum 7 years' Senior Management experience in Municipal Government/Broader Public Sector is a requirement.
- Ability to build a collaborative relationship using effective communication strategies with elected officials, neighbouring municipalities, rate payers and community groups/organizations.
- Experience managing in a unionized environment.
- Experience in developing administrative and strategic plans including implementing and evaluating such plans.
- General knowledge of operational areas including public works, economic development, planning, parks and recreation and corporate services.
- Strong working knowledge of municipal legislation, statutes and regulations.
- Highly developed collaboration, analytical, communication and problem-solving skills.
- Computer proficiency, attention to detail and strong organization, writing and presentation skills with a commitment to customer service.

Hours of Work: 1820 hours annually (35 hours per week) plus overtime in support of operational requirements.

Salary Range (2022): \$146,132 - \$179,743 annually plus comprehensive benefit package.



Applicants are invited to submit in confidence a detailed cover letter and résumé by September 10, 2022 at 4pm (local time) to:

**Mrs. Arin Crinnion**  
**Human Resources Coordinator**  
**City of Pembroke**  
**1 Pembroke St. E.**  
**Pembroke ON K8A 3J5**  
**Fax: 735-3660**  
**Email: [Human Resources](#)**

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.



**Pembroke**  
the heart of the ottawa valley  
**CITY OF PEMBROKE**  
**JOB DESCRIPTION**

TITLE:	<b>Chief Administrative Officer (CAO)</b>
DEPARTMENT:	<b>Administration</b>
REPORTS TO:	<b>Mayor and Council of the Corporation of the City of Pembroke</b>

QUALIFICATIONS:

1. Post secondary degree /diploma in Public Administration/Business Administration/Commerce/Planning or other Municipal related areas.
2. CMO designation, Diploma in Municipal Administration (DMA), Certified Municipal Management (CMM) designation would be considered assets.

General Scope of Responsibilities:

Reporting to Council, this position will be responsible to coordinate, lead and direct the Department Heads and Managers in the administration of the business affairs of the municipality in accordance with the by-laws, policies and plans established as approved by Council.

General Scope of Duties:

1. Responsible for the overall efficient operation of the municipality's administration, responsible for motivating and developing the skills of the Department Heads and Managers and their staff to foster productivity, professionalism and high morale.
2. Coordinate, lead and direct the Department Heads and Managers in the preparation of plans and programs to be submitted to Council for the construction, maintenance and rehabilitation of municipal property and facilities and for the development and improvement of municipal services and for the development and redevelopment of land in the municipality.
3. Coordinate, lead and direct the Department Heads and Managers in the implementation, management and evaluation of all by-laws and programs approved by Council.
4. Organize, coordinate and present to Council recommendations arising from administrative operations which require approval of Council and propose legislation or resolutions arising from such recommendations.
5. Present to Council in cooperation with Department Heads and Managers, reports and information regarding progress and accomplishments of programs and projects, the general status of revenues and expenditures and general administrative management of the Municipality.
6. Direct periodic review of the corporate organization, its structural, management and communication systems and to report the outcome of those reviews to Council.
7. Designate all communications from Local Boards, Commissions, Advisory Committees and Task Forces and ensure action, coordination and recommendations to Council.
8. Convene and conduct regular meetings of the Department Heads and other appropriate



employees as required to facilitate development of policy, education and development of staff and coordinate administrative activities.

9. Appoint staff task forces as required and to direct them to report to them on any matter within the powers of this Council.
10. Obtain the advice of the Municipal Solicitor, Municipal Auditor and consultants retained by the municipality and the advice offered by various Provincial Ministries, as deemed necessary.
11. Attend Council and Committee meetings with the right, and consent of the Chair, to speak but not to vote.
12. Coordinate, lead and direct Department Heads and Managers in the implementation and maintenance of public relations as it pertains to the municipal staff, general public and taxpayers.
13. Without limiting the generality of the foregoing, perform the responsibilities and exercise the powers which may, from time to time, be assigned to the CAO by Council.
14. Direct the activities of all municipal employees except the statutory duties of such officers as are appointed under statute and whose duties are prescribed by statute.
15. Delegate appropriate duties and responsibilities to Department Heads and Managers within the organizational structure.
16. Maintain, for references purposes, as comprehensive manual of policies approved by Council and/or the Chief Administrative Officer.
17. Attend to the interests of the Municipality on intergovernmental issues at the administrative level.

#### Personnel Administration

1. To have authority to recommend to Council the appointment, promotion, demotion, suspension or dismissal of Department Heads and Managers reporting directly to them.
2. To have authority to employ, appoint, promote, demote, suspend or dismiss employees of the Municipality below the rank of Department Head and Manager and not covered by collective agreements, subject to their right to appeal to Council in respect to demotion, suspension or dismissal, and in accordance with the lines of authority that are defined in the organization structure.
3. To have authority to appoint, employ, promote, demote, suspend and dismiss all other employees of the Corporation in accordance with procedures contained in all collective agreements and in accordance with the lines of authority that are defined in the organization structure.
4. Direct the collective bargaining with all municipal employees and to recommend to Council collective agreements concerning wages, benefits and terms of service and, upon approval from Council, to direct the administration of such collective agreement.
5. Administer all salaries of employees who are subject to the Chief Administrative Officer's supervision, within the limitation of any salary plan or salary contract agreement after such plan or agreement has first been adopted by Municipal Council.



#### Financial Administration:

1. Act, in cooperation with the Municipal Treasurer and Department Heads and Managers to prepare and compile annual estimates of current revenues and expenditures and the capital forecast, to present estimates to Council and to direct the regular review of fiscal policy and its management.
2. Exercise, in cooperation with the Municipal Treasurer, financial control over all corporate operations in terms of appropriations approval by Council.
3. Ensure that all real property and other property owned by or vested in the name of the municipality or any of its dependent legal boards are adequately insured.
4. Participate in the negotiation for the purchase, acquisition or sale of real property on behalf of the municipality, provided that final authority for making or accepting offers shall rest with Council.
5. Ensure that no officer, employee or agent of the municipality shall place any order to purchase or make any purchase, except for a purpose and in the sum authorized in the budget, by-law or any supplementary appropriation of funds, unless there are sufficient funds in the approved budget to cover the proposed expenditure and conforming at all times to the prevailing purchasing policy as approved by Council.

#### Administrative Organization, Management and Policy Development:

1. Create and re-organize such administrative departments of the Municipality as may be considered necessary and proper to fulfill the functional obligations of the municipality, subject to approval of Council.
2. Establish such limited administrative committees and task forces as may be considered necessary.
3. Submit periodic recommendations to Council concerning the administrative mandate if the departments and thereafter to approve the organizational structure of departments.

#### Special Duties:

1. Directly responsible for the overall efficient operation of the Economic Development, Culture and Tourism department including but not limited to, the overseeing of the the Economic Development Officer and the Tourism and Digital Media Officer.
2. To Coordinate a program of Economic Development and Tourism promotion for the Municipality.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

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#### Hours of Work:

35 hours/week (8:00 a.m. to 4:00 p.m.) Monday to Friday  
Occasional overtime.