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**Title: Chief Administrative Officer/Clerk**  
**Status: Full-time**  
**Department: Administrative Services**  
**Report To: County Council**

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**SUMMARY OF POSITION:**

Reporting to the Warden and Council, the Chief Administrative Officer/Clerk is responsible for the strategic leadership and efficient delivery of all the County's administrative and operational services. As the key advisor to Council, you will develop and implement operational plans and ensure the coordination of services which align with and support our strategic priorities. You will recommend innovative and fiscally sound policies, plans, and programs that benefit our member municipalities and County residents. You will work to promote growth and development in the County and ensure the effective utilization of resources while focusing on priorities established by Council.

**SUMMARY OF WORK PERFORMED:**

1. Exercises all of the powers and duties of the position of Chief Administrative Officer and Clerk, as prescribed by the Statutes of Ontario, and as may be from time to time prescribed by the Council.
2. Maintains liaison with a wide variety of parties concerned with the operation of County government and co-ordinates relations between Council and staff on matters affecting the County as a whole.
3. Directs administration in the development and implementation of the County's plans, budget and policies, that are approved by County Council.
4. Consults with Council, Department Heads, Local Boards and Committees to assist in determining effective programs and ensuring efficient operation within approved plans, budgets and in compliance with applicable legislation.
5. Ensures that information and reports, requested by Committee/Council or which could be of assistance to Committee/Council, are obtained or prepared and submitted to the Committee/Council.
6. Refers sensitive or serious issues to Committee/Council and to recommend responses or solutions.
7. Responsible for the selection and performance management of all Department Heads, with such process being conducted in conjunction with the Director of Human Resources and in accordance with Council policy. Develops and implements, in conjunction with the Department Heads, long-term plans and objectives within the County; including recommending changes to the organizational structure to improve effectiveness and/or efficiency.
8. Custodian of all records and accounts of the Corporation required for public inspection, certifying copies when required by external agencies and giving evidence in Court when subpoenaed as Officer of the Corporation.
9. Acts as or delegates to another officer of the County, the statutory responsibilities of Clerk of the County.

10. Acts as the responsible person to the Committee of Management / Council for the operation of the County's Long-Term Care Homes.
11. Ensures that all required by-laws are prepared, approved and filed.
12. Serves as a principle contact and spokesperson for the County interacting with senior levels of government, local municipalities and other stakeholders.

**QUALIFICATIONS:**

1. A University graduate degree or equivalent in Business/Municipal Administration and/or relevant education, experience, and training.
2. A.M.C.T. Designation is an asset.
3. Experience working directly with Council and involvement with staff supervision.
4. Strong and demonstrated interpersonal, analytical and communication skills.
5. At least 10 years of senior municipal experience preferred.
6. A valid driver's license and a dependable vehicle are required.

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**Effective Date:** January 2024

**JD Code:** AS-001