

CHIEF ADMINISTRATIVE OFFICER

There shall be appointed a chief administrative officer, who shall, under the direction of council, have the following duties and responsibilities:

- (a) administer, supervise and direct the affairs of the District and its officers and employees under the direction of council, and in conformity with relevant statutes, bylaws and resolutions;
- (b) keep council informed on all important matters affecting District affairs, providing an effective liaison between council, District officials and the public;
- (c) assist council in developing policies and procedures necessary to ensure the effective, efficient and economical operation of the District, and determine that such are being observed and carried into effect;
- (d) attend meetings of council and its committees, ensuring the proper keeping, and prompt circulation of all minutes;
- (e) assist the mayor and council in preparing documents necessary to enable them to fulfil their functions;
- (f) recommend to council a plan of organization of the administrative staff, co-ordinate the activities of department heads, define job responsibilities and delegate adequate authority to carry out such responsibilities, to ensure the productive and harmonious operation of the work force;
- (g) assist council in the annual development and implementation of strategic plans that address the District's mission statement;
- (h) appoint, promote, demote, suspend and dismiss all employees of the District, except officers, subject always to the provisions of the *Municipal Act* and any municipal bylaws from time to time as applicable;
- (i) appoint officers of the District except as otherwise provided for by statute
- (j) recommend to council the remuneration of all officers of the District
- (k) suspend any officer for cause, and report to council the reason(s) for such suspensions at its next meeting for determination;
- (l) maintain a high level of inter-departmental communications;
- (m) represent the District in all aspects of its operation to the public at large and, as required, undertake significant liaison with community groups and individuals in the community;
- (n) represent the District in all matters related to treaty negotiations and relationships with native bands;
- (o) maintain effective contact with municipalities, the Regional District, relevant provincial government departments, and various boards and commissions where the interest of the District is affected;
- (p) co-ordinate the preparation and compilation of the provisional and annual budgets for submission to council;
- (q) ensure compliance with all District regulations, policies and procedures, and approved budget expenditures;
- (r) act for the District on labour negotiations and the processing of grievances; and
- (s) assume the duties of the director of corporate administration in his/her absence.

For further information or background on this position, please contact Glen Robertson, Chief Administrative Officer at 604-820-3704 or grobertson@mission.ca.