



Chief Administrative Officer Township of Douro-Dummer | Ontario

ABOUT THE TOWNSHIP OF DOURO-DUMMER

The Township of Douro-Dummer is in the center of Peterborough County, directly east of the City of Peterborough, along the Trent-Severn Waterway. This rural Township borders four beautiful lakes (Clear, Katchewanooka, Stoney and White Lake) and has several hamlets, rolling drumlins, and acres of viable farmland. Douro-Dummer's geography offers a vast array of activities for residents and visitors, and it truly has many magnificent places to discover. With a population of 7,000, Douro-Dummer is active in developing its business and industrial opportunities, leveraging its industrial park and proximity to Peterborough. On any given day you can expect to see families, cottage goers, outdoor enthusiasts, retirees, commuters, established business owners, and many smiling faces. Douro-Dummer residents all have one thing in common – they respect the rich history and natural beauty of the area they call home. More information is available at www.dourodummer.on.ca

ABOUT THE ROLE

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for overseeing all functions of the Township including directing staff, managing operations, and ensuring that all work is completed within the Council-approved budget. This role provides strategic expertise on all Township policies, procedures, and programs. This role manages all Human Resources and Economic Development functions for the Township.

RESPONSIBILITIES

Township Management:

- Provides efficient administration and operation of the Township and all other departments.
- Develops, coordinates, implements, administers, and monitors policies and programs established by Council.
- Provides recommendations and assists the Council in establishing effective programs, objectives, and schedules, ensuring that they conform to various Provincial and Federal legislation.
- Provides advice and assistance to Council and staff regarding issues as they may affect municipal operations.
- Ensures that budget guidelines approved by the Council are followed and maintained.
- Maintains awareness of administrative developments within the Township and other levels of government legislation and Municipal trends.
- Attends all Council meetings and makes such observations and suggestions deemed appropriate and expedient with the permission of the Chair.
- Coordinates the development and implementation of short and long-range strategies and operating plans for the Township, as approved by Council.



- Initiates, manages, and oversees Economic Development opportunities, soliciting and aiding new business.
- Produces and maintains any forms, records, reports, and correspondence as required.

Human Resources:

- Forms and leads a management team consisting of senior Township staff.
- Develops and applies personnel policies, procedures and terms of employment which conform to provincial and federal legislation.
- Recommends to Council the appointment, promotion, dismissal, suspension, or transfer of all employees.
- Conducts regular performance evaluations with Township staff.
- Conducts a thorough annual review of Township organizational and departmental structure and recommends changes as needed to improve efficiency and productivity.
- Ensures that systems, policies, and procedures are in place for planning and recording staff orientation and training, including Health and Safety training, assessment of employee performance, and the development of work plans.
- Meets with staff as required to ensure that the policies and plans approved by the Council for the efficient operation of the Township are being carried out according to established timelines.
- Ensures that the Township and its employees comply with the Occupational Health and Safety Act and the Township Health and Safety Policy.

Budget Compliance:

- Works in collaboration with the Treasurer to prepare the annual operational and capital budget and long-term capital expenditure forecast.
- Ensures the calculation of the annual tax rates and the preparation of the by-laws for approval by the Council.
- Ensures that all necessary Tenders, Request for Proposals and Request for Quotations are prepared and dealt with per the Township Procurement Policy.
- Develops and prepares policies, procedures, and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Township.
- Facilitates change and in doing so promotes efficient and cost-effective services for the Township.
- Oversees investment of surplus funds of the Township according to the direction of the Council and the policies established.

Public Relations Functions:

- Implements and ensures maintenance of good public relations between staff and the public.
- Acts as a liaison with various organizations, committees, boards, agencies, and authorities, ensuring positive relationships.



- Receives and responds to telephone, letter and in-person inquiries from the public, developers, agencies, and other levels of government.
- Interprets by-laws, resolutions, and policies for interested citizens and ensures that citizens are aware of the intent of Council decisions.
- Represents the Township and/or Council at various functions or circumstances, as directed by Council.
- Responds to media inquiries when appropriate.

Other:

- Performs duties of the Economic Development Officer, Deputy Treasurer and Deputy Clerk, as needed.
- Ensures the confidentiality of all information per the Municipal Freedom of Information and Protection of Privacy Act.
- Participates as part of the designated Municipal Control Group when called upon, to use an Incident Management System (IMS) to ensure the coordination of municipal, provincial, federal, private, and volunteer services in an emergency to bring the situation under control as quickly as possible.
- Adheres to the Occupational Health and Safety Act and the Township Health and Safety Policy.

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Post-secondary education in a related field such as municipal/public administration, business administration, law, or finance, or several years of equivalent work experience.
- Designation as a Certified Municipal Officer or Accredited Municipal Professional (AMCTO) or ability to obtain such credentials.
- 10+ more years of municipal (or related) experience and a minimum of five (5) years of direct municipal management experience is required.
- Knowledge of the Municipal Act, parliamentary procedures, and other applicable legislation such as the Elections Act, Freedom of Information and Protection of Privacy Act, MECP regulations, Employment Standards Act and Occupational Health & Safety Act.
- Knowledge of municipal finance and treasury operations.
- Advanced proficiency with Microsoft 365/Office applications and municipal software systems.
- Valid class "G" driver's license in good standing with access to a reliable vehicle to use on municipal business.



SKILLS AND COMPETENCIES

- Ability to interpret and apply policy and legislation.
- Strong decision-making and problem-solving ability.
- Strong oral and written communication skills.
- Strong public relations acumen.
- Exceptional leadership skills.
- Sense of cultural awareness and sensitivity.
- Presentation skills and ability to speak effectively in front of a group.
- Research and analytical ability.
- Ability to deal with frequent interruptions and competing priorities.
- Sense of collaboration and ability to work in a team environment.
- Time management skills with the ability to prioritize tasks and work under deadlines.
- High level of tact, discretion, and confidentiality.

Candidates are encouraged to inform us of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.

HOW TO APPLY

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners

Tel: 416-515-3302 | Email: prowan@feldmandaxon.com

Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and is used to determine eligibility for potential employment.