



Job Description

Chief Administrative Officer

General Overview:

Reporting to the General Membership of the Authority, the Chief Administrative Officer (CAO) is the senior staff member of the Authority, an accomplished manager with proven leadership skills obtained through significant experience in a career marked by professional growth, substantial accomplishments and recurrent advancement. The CAO is committed to the concepts of continuous improvement and corporate excellence. Working collaboratively with the General Membership and providing strong leadership to the Authority management team, the CAO plays a pivotal role in the establishment of plans and procedures that ensure that the strategic direction and long term goals of the Authority are appropriate to its mission and accomplished on a timely basis. As a key support member of the Grand River Conservation Foundation, the CAO takes an active role in policy development, strategic planning and participating in key fundraising requests for the Foundation and ensures an appropriate level of cooperation and support between the Foundation and the GRCA.

Specific Accountabilities:

The primary responsibilities of the job are to:

1. Advise and report to the General Membership. Attend all meetings of the General Membership (and Executive Committee if applicable) or designate an acting CAO if not available. Ensure that the Members receive all relevant information in a timely manner to make informed decisions.
2. Provide strategic direction and ensure the execution of programs, projects, policies and decisions to support the objectives of the General Membership.
3. Be responsible for the management of the operations of the Authority, including all staff and programs of the Authority. Provide ongoing visionary leadership and clear direction for management and staff.
4. Work with the members of the Management Committee to ensure effective communications with staff and to maintain positive employee relations.
5. Establish and maintain appropriate administrative and reporting controls to safeguard assets, minimize risk, and ensure fiduciary and legal compliance. Serve as a signing officer for the Authority.
6. Ensure that the Authority provides a safe and healthy work environment through compliance with the Ontario Occupational Health & Safety Act and Regulations.
7. Coordinate annual budgets with Senior Finance Staff for presentation to the General Membership and control the budget throughout the fiscal year.
8. Approve applications under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations made under Section 28 of the Conservation Authorities Act, RSO 1990 when such applications meet the Authority's policies, are recommended by staff for approval with or without conditions and have a maximum period of validity that does not exceed 24 months.
9. Maintain positive working relationships with Member municipalities and expand intergovernmental liaison between the Authority and all levels of government.
10. Represent the Authority on Conservation Ontario Council and related committees as required.

Technical Accountabilities/Requirements:

- Proficient in managing complex projects and large budgets, meeting commitments, developing innovative solutions and achieving results.
- Strong communication skills with the demonstrated ability to present clearly, promote understanding through effective verbal, written and listening skills, facilitate change and build consensus.
- Solid understanding of the negotiations, conflict resolution and performance management processes
- Knowledge of the Occupational Health and Safety Act and other related pieces of safety legislation
- Excellent interpersonal and human resource management skills

Competencies and Abilities:

Professional Judgement - Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and the ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations.

Integrity/Ethics - Willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards.

Goal /Action Oriented - Effective problem solving, collaboration, negotiation and facilitation skills. Develops a strategic plan for approval by the General Membership and implements short and long range goals and objectives.

Team Work - Demonstrated ability to build relationships and alliances with peers, agency and community partners, and staff. Demonstrated leadership skills and qualities, including the ability to attract, retain, develop and mentor staff. Proven track record of aligning staff with strategic goals through team building, coaching, mentoring and communicating.

Customer Focus - Develops and maintains effective relationships and ensures good communications with Participating Municipalities, Federal and Provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations. Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion. Demonstrated ability to build ongoing partnerships with stakeholder groups.

Educational Requirements:

- Post-secondary education at the graduate level or equivalent in Resource Management, Engineering, Business/Public Administration, Planning or a related discipline.

Experience Requirements:

- Minimum of 10 years of progressive senior management experience including direct leadership of senior staff and working with senior government personnel and political representatives.