

**SALT SPRING ISLAND
FIRE PROTECTION DISTRICT
JOB DESCRIPTION**

Position Title: Administrator/Chief Administrative Officer (CAO)

Reports to: Board of Trustees

Organizational Focus

The Administrator/Chief Administrative Officer reports to the Board of Trustees, taking direction from the Chair or designated alternate, fulfilling the statutory obligations for corporate administration and financial administration as defined by the *Local Government Act section 738.2*. District Bylaw No 85 “Officer Positions Establishment Bylaw No. 85” establishes officer positions and their respective powers, duties and responsibilities.

The District has adopted the “one employee model”, the position works collaboratively with the Fire Chief who is responsible for operations. Contracted professional staff positions including the bookkeeper, recording secretary and information technology professional report directly to the CAO. The position is influential in maintaining a strong, solution-focused, team-spirited workplace culture.

Position's Primary Objectives

The Administrator/Chief Administration Officer:

- Is responsible for, and shall carry out, the day-to-day administration of the District, subject to any limitations established by the Local Government Act or other statute, and the District’s Letters Patent, bylaws, policies, and Operational Guidelines;

- Shall manage the human, fiscal and physical resources of the District;
- In consultation with the Fire Chief, if appropriate, shall review all District programs and services, budgets, and policy initiatives and make recommendations to the Board of Trustees with respect to same;
- Shall provide corporate leadership in ensuring that policies and programs are efficiently coordinated, that services are delivered consistently and effectively, and that the operations of the District reflect the overall strategic priorities as established by the Board of Trustees from time to time;
- Fulfills the statutory obligations for corporate administration and financial administration as defined by the *Local Government Act*;
- Oversees daily administrative activities pertaining to finance and administration;
- Establishes operating procedures, work methods and standards aimed at maintaining best practices regarding District meeting protocols, administration, corporate records management and information and privacy requirements.

Key Responsibilities

1. The Administrator/Chief Administrative Officer as the senior policy advisor to the Board of Trustees shall:
 - a) As directed by the Board of Trustees, undertake tasks and projects related to improving the integrity of financial management practices and the efficiency of administration;
 - b) As directed by the Board of Trustees, research and draft policies to be considered by the Board and/or a standing or select committee of the Board, relating to matters of administration, employment, finance governance, and information;
 - c) Act as liaison for the District and Board of Trustees with the Province and other local government agencies.

2. The Administrator/Chief Administrative Officer as the administrative officer for the District shall:
 - a) Attend all meetings of the Board of Trustees and record all resolutions, decisions and proceedings of the Board;
 - b) Attend meetings of standing and select committees of the Board of Trustees as required or requested by the committee chair;
 - c) For standing or select committees, ensure that the minutes record all recommendations, decisions and proceedings of the meeting;
 - d) Keep the minutes, documents and financial records of the District and maintain a register containing the originals of all bylaws adopted by the District;
 - e) Be the custodian of the Corporate Seal of the District;
 - f) Ensure agendas and materials for Board and committee meetings are prepared and disseminated in a timely manner;
 - g) Notify all members of the Board of Trustees and Committees of scheduled or scheduled meetings;
 - h) Sign and certify copies of bylaws and other documents as required or requested;
 - i) Accept on behalf of the Salt Spring Island Fire Protection District and or the Board of Trustees, notices and documents that are required or permitted to be given, served on, or filed;
 - j) Receive, respond to and redirect as appropriate all email and correspondence directed to the District and or Board of Trustees;
 - k) Meet with the Fire Chief as required;
 - l) As the senior manager of the District attend staff and employer/employee committee meetings as required;
 - m) Appoint, promote, suspend and dismiss all employees of the District, except the Fire Chief, subject to procedures set out in policy or by motion of the Board of Trustees;
 - n) Recommend to the Board of Trustees the appointment and dismissal of the

Fire Chief.

3. The Administrator/Chief Administrative Officer as the financial officer for the District shall:
 - a) Be accountable for the integrity and accuracy of financial records of the District including Wages and Benefits paid;
 - b) Ensure that expenditure of funds and other day-to-day financial practices are in accordance with approved policies and operational guidelines;
 - c) Ensure the receipt, recording and safekeeping of all funds and securities of the Salt Spring Island Fire Protection District;
 - d) Ensure that surplus funds are invested as permitted by statute;
 - e) Ensure that accurate records and full accounts of all financial affairs are maintained and kept safe;
 - f) Provide a monthly report to the Board of Trustees outlining the financial position of the District including variances to approved budget;
 - g) Ensure, as soon as possible after the end of the fiscal year, that a detailed statement of the finances of the District are prepared and submitted to the auditor;
 - h) Consult with the Fire Chief to plan, prepare and propose the annual Operating and Capital Funds budgets;
 - i) Compiling and supplying information on the financial affairs as required by the Inspector of Municipalities;
 - j) When necessary provide the Board or authorized Bargaining Agent for the District costing of proposals considered during collective agreement;
 - k) Ensure that in the absence of the bookkeeper, an alternate is available for processing of routine accounts payable payments and the bi-weekly payroll;
 - l) Make recommendations to the Board of Trustees respecting any proposed expenditure for any purpose in excess of \$XX,XXX and respecting any contract involving any such expenditures

Qualifications: (minimum Education and Experience requirements)

Education

- Degree in Finance or related field and/or degree in Public Administration.
- Recognized professional accounting designation (desirable).
- HRMA [Human Resources Management Association] certificate or equivalent (desirable)

Recent, Related Experience

- Minimum of five (5) years in progressively more responsible financial management/administration roles, preferably in a Local Government setting.
- Experience and understanding of the unique aspects of the Improvement District model (desirable)
- Experience working in the public sector with a volunteer board and a unionized workforce (desirable)
- Experience with public sector collective bargaining (desirable)

Knowledge, Skills and Abilities

- Knowledge of the *Local Government Act, Financial Administration Act, Freedom Of Information and Protection of Privacy Act* and other related statutes.
- Knowledge of Quickbooks accounting and payroll software (desirable)
- Ability to work effectively with volunteer board and committee members.
- Ability to work independently and provide administrative continuity in a governance environment with frequent turnover and term limitations.
- Excellent human resource management and employee relations essential.
- Excellent communication, interpersonal and problem-solving skills.
- Demonstrated skills in building collaborative working relationships.

Note: *An equivalent combination of education and experience may be considered.*

Behavioral Competencies Assigned To The Role

- Analytical Skills
- Initiative and Problem Solving
- Relationship Building
- Teamwork and Cooperation

Internal Contacts

Board of Trustees

Senior management and staff

IAFF Local 4467

External Contacts

Public (primarily through correspondence) External consultants and other organizations

Other levels of government