



RM OF WEST ST. PAUL

POSITION DESCRIPTION

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| POSITION Chief Administrative Officer | DEPARTMENT: Administration |
| EFFECTIVE DATE March 9, 2023 | DIVISION: |
| SUPERVISOR: Mayor & Council | DATE REVISED: May 2025 |

SUMMARY:

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for providing strategic leadership and operational oversight for the RM of West St. Paul, ensuring alignment between Council's vision and the effective delivery of municipal services. The CAO builds collaborative relationships with elected officials, staff, residents, and external partners to advance the municipality's priorities. The CAO fosters an inclusive and equitable workplace while upholding the highest standards of public service.

KEY RESPONSIBILITIES:

Governance & Council Relations:

- Maintain a strong relationship with the Council based on transparency, trust, and accountability.
- Support informed decision-making by providing timely, accurate, and relevant information aligned with the RM's Strategic Plan.
- Lead the effective implementation of Council decisions by coordinating administrative efforts across all departments and aligning operations with the Council's strategic direction.
- Provide strategic guidance to the Council in the development and evaluation of municipal policies, ensuring consistency with legislative obligations and strategic goals.

Strategic Leadership:

- Foster innovation and a result-driven culture that supports continuous improvement and service excellence with measurable outcomes.
- Provide vision and direction to municipal departments by aligning operational planning with the Council's approved strategic priorities.
- Lead interdepartmental collaboration and organizational change with teamwork, clarity and confidence.
- Champion leadership development and succession planning to ensure organizational continuity, build internal capacity, and support the long-term sustainability of the municipality.

Financial Stewardship:

- Provide oversight of the municipality's financial health, including long-term planning, forecasting, and risk mitigation.
- Collaborate with the Director of Finance to ensure sound financial planning, transparent reporting, and alignment with public accountability standards and Council priorities.
- Strategically pursue grant funding in support of Council's objectives.
- Oversee the processes and implementation of taxation, collection, assessments and appeals.
- Establish and monitor performance indicators related to financial and operational goals.

Operational Oversight:

- Deliver effective capital and operational planning to support sustainable growth and infrastructure renewal.

- Attract, recruit and retain skilled and professional staff while fostering a positive, engaging workplace that supports high performance and long-term organizational sustainability.
- Promote stewardship of the environment, maintaining green space and protecting the natural environment.
- Negotiate and manage contracts on behalf of the Municipality, in alignment with Council direction and policy.
- Keep informed of governmental and community affairs and ensure that Council and employees are made aware of significant or emerging trends.

Legislative Compliance:

- Ensure the municipality fulfills all powers, duties, and functions under The Municipal Act, while interpreting and applying relevant by-laws, policies, and applicable provincial and federal legislation.
- Lead the implementation of Council decisions, support policy development, and ensure municipal operations comply with relevant legislation, regulations, and bylaws.
- Attend meetings of the Council as well as boards, committees, commissions, or other bodies as may be required.
- Ensure systems, training, and oversight are in place to meet regulatory and legislative standards across all departments.
- Analyze complex issues, develop practical solutions, and make timely, well-informed decisions that support organizational effectiveness and strategic goals.

Community Engagement:

- Build and maintain positive relationships with residents, community organizations, businesses, and regional partners to foster trust and collaboration.
- Represent the municipality with professionalism and integrity at public meetings, community events, and stakeholder consultations.
- Ensure timely and transparent communication with the public regarding municipal services, projects, and Council decisions.
- Promote a culture of responsiveness and accessibility within the organization to enhance public service and resident satisfaction.
- Actively seek community input and feedback to inform municipal planning, policy development, and strategic initiatives.

QUALIFICATIONS:

- A minimum of 5-7 years of progressive senior leadership experience in a municipal or public sector environment, with demonstrated responsibility for organizational oversight, governance support, and strategic execution.
- Bachelor of Business Administration, or Public Administration, or a degree in related municipal functions such as Planning, Engineering, Recreation or Social Services.
- Master's degree in business or public administration and a Certificate in Manitoba Municipal Administration is an asset.
- An equivalent combination of education and relevant experience may also be considered.
- Strong understanding of governance and the Council/CAO relationship.
- Demonstrated success in strategic planning, organizational development, and building high-performing teams with a focus on positive employee relations.
- Proven experience developing and executing business plans and overseeing capital projects and infrastructure programs within a public or service-oriented environment.
- Leadership experience in a complex, multi-service organization, with the ability to drive focus, adapt to change, and integrate strategic planning with policy and program delivery.
- Strong understanding of municipal legislation and regulatory frameworks, including The Municipal Act and related provincial statutes.
- Exceptional interpersonal and communication skills, with the ability to engage effectively with Council, staff, residents, and external stakeholders.

- Financial acumen and organizational skills to lead budgeting, forecasting, and resource management processes.
- Strategic, analytical, and forward-thinking mindset with the ability to translate vision into actionable results.
- Demonstrated leadership in supporting Council decision-making, team performance, and community responsiveness.
- Effective time management, prioritization, and governance-related organizational skills.
- Commitment to continuous learning, professional development, and innovation in municipal administration.
- Genuine dedication to improving both organizational performance and community well-being.

WORKING CONDITIONS:

- This is a full-time, senior leadership position based at the RM of West St. Paul municipal office.
- The CAO is expected to work regular business hours (Monday to Friday) with additional evening or weekend hours as required to attend Council meetings, public consultations, and community events.
- The role involves high levels of responsibility, decision-making, and discretion, often under tight timelines and in a politically sensitive environment.
- The CAO will be required to manage multiple priorities and work in a dynamic and occasionally high-pressure setting.
- The position includes both office-based work and engagement within the community, including attendance at external meetings and events.
- Occasional travel may be required for professional development, training, or intermunicipal collaboration.
- The CAO must maintain strict confidentiality and demonstrate professionalism at all times, especially when handling sensitive or politically charged matters.

Incumbent

Municipal Legislative Officer

Date

Chief Administrative Officer

DATED: May 2025