



Hiring of the Chief Administrative Officer

Effective Date: April 2, 2013

Reaffirmed Date: February 17, 2015

Purpose:

Council recognizes that as a requirement of the Community Charter and through bylaw they have established the position of Chief Administrative Officer of the municipality, whose powers, duties and functions include the following:

- a) Overall management of the operations of the municipality;
- b) Ensuring that the policies, programs and other directions of the Council are implemented;
- c) Advising and informing the Council on the operation and affairs of the municipality.

The Chief Administrative Officer position is the key contact between Council and the administration and as such plays an integral role in the functioning of the Council and the Corporation.

Whenever a vacancy for the Chief Administrative Officer exists, Council will appoint at least two members including the Mayor and one other Councillor to a Recruitment and Selection team to participate in the hiring process. All applicants are to be considered in a fair and consistent manner and all legislated matters in regard to the hiring of personnel shall be followed. The Director of Human Resources will provide guidance and assistance to the Recruitment and Selection team.

1. The recruitment of a CAO reporting to Council will include a thorough and comprehensive analysis of the position requirements and a thorough assessment of the skills, experience, knowledge and qualifications of both internal and external candidates.
2. The recruitment process will be determined by the Recruitment and Selection Team with the assistance of the Director of Human Resources and wherever possible a recruitment consultant and/or recruitment search firm. The position will be advertised both internally and externally.



3. The Recruitment and Selection Team will recommend the preferred recruitment consultant and/or recruitment search firm to Council for approval. Selection of a recruitment consultant and/or recruitment search firm will be consistent with the City of Pitt Meadows purchasing policy.
4. The recruitment consultant and/or recruitment search firm will screen prospective candidates and develop a short list of candidates to be interviewed by the Recruitment and Selection Team.
5. Appropriate further testing and evaluations as required will be completed, along with reference and educational verification.
6. Based on the results of testing, evaluation, reference checking and input and evaluation, the Recruitment and Selection Team will make a recommendation on preferred candidates to Council. Full Council will then participate in the final selection.
7. A summary of the process, the overall evaluations of all candidates and the final recommendations will be presented by the Recruitment and Selection Team to Council prior to the Mayor offering the position to the selected candidate.