



District of Vanderhoof Chief Administrative Officer

The District of Vanderhoof is looking for a dynamic leader to step into the role of Chief Administrative Officer. Working closely with all parties, you will provide effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the needs of the District, while ensuring that opportunities exist for public participation and consultation on civic issues. By demonstrating high ethical standards, you will provide strong leadership to the management of staff and administrative operations of the District. As well, you will act as a liaison with other levels of government and various boards and commissions on issues that may affect the District.

As the ideal candidate, you will have 3 to 5 years of progressively responsible experience in BC local government management and fully understand the challenges facing progressive communities. You are an integral part of the Vanderhoof community representing the District at public events and inter-acting with local residents on operational matters. With strengths and skills in the areas of communication, labour relations, team building, and problem solving in a senior level position, you have a reputation for supporting and empowering staff in their delivery of local services. Your background includes academic credentials or professional certification in local government programs. This position is an excellent career opportunity for an experienced municipal manager who is interested in taking the next step up in their career.

With a population of approx. 4,440 residents, Vanderhoof sits at the geographical centre of British Columbia on a plateau along the Nechako River Valley. Located 100 km west of Prince George, Vanderhoof's distance from mountains enables people to enjoy a wide expanse of sky with spectacular sunsets and four distinct seasons. Endless recreational opportunities include golf, yoga, snowmobiling, cross country skiing, hiking/walking trails, curling, hockey, speed skating and figure skating at the local arena, swimming at the new indoor pool (opening in December 2018), and a local gym. Vanderhoof has a vibrant arts and crafts community, excellent schools, a library, a college, and a hospital with full medical facilities.

The District offers a competitive salary commensurate with knowledge and experience, including a comprehensive benefit package and relocation assistance. A complete job description is available on the District's website at www.district.vanderhoof.ca.

The District of Vanderhoof thanks all applicants for their interest in this position, however only candidates selected for position interviews will be contacted.

Applications containing a cover letter, a detailed resume of qualifications and experience, and 3 references will be received until **4:30 p.m. on Friday, November 16, 2018** by Interim CAO Isabell Hadford, cao@district.vanderhoof.ca or by mail at Box 900, Vanderhoof, BC V0J 3A0.



DISTRICT OF VANDERHOOF

JOB TITLE: Chief Administrative Officer

Overview

The Chief Administrative Officer (CAO) position is established by bylaw. Under the direction of Mayor and Council, the CAO is responsible for the overall management of all operations of the District of Vanderhoof, ensuring that the policies, programs and other directions of Council are implemented and that the bylaws of the District and relevant Acts of the Province are upheld.

Authority

The Chief Administrative Officer is authorized to undertake any reasonable action necessary to carry out the responsibilities delegated to him/her so long as such action does not deviate from established Council policy nor exceed the limitations placed on his/her authority by the Council and the *Community Charter*.

Reporting Relationship

The Chief Administrative Officer is the sole employee of Council and, as such, reports to and receives instruction from Council. The Chief Administrative Officer has direct responsibility for all staff.

Duties

The Chief Administrative Officer, as the administrative head of the District, ensures that policies and programs are implemented, advises and informs Council on the operation and affairs of the District, and performs the duties and exercises the powers assigned.

The Chief Administrative Officer is Council's only link to the District's day-to-day management of District operations therefore all authority, conduct and accountability of staff, as far as the Mayor and Council are concerned, is considered the authority and accountability of the CAO.

The Chief Administrative Officer will:

- Provide research, information and recommendations to Council to enable informed decision making around policy and program initiatives.

- Keep Mayor and Council apprised of issues and developments of an operational or political nature that relate to the interests of the District, including the receipt and distribution of correspondence directed to Mayor and Council.
- Recommend to Mayor and Council new and revised policies and programs which meet the changing needs of the public and staff served by the District and effectively and efficiently fulfill Council's mandate.
- Monitor changes in legislation, emerging issues and trends and provide the Mayor and Council with advice relative to the potential impact to the District.
- Support Mayor and Council on an annual basis in the formulation of a strategic plan for the District, including quarterly updates on the progress of objectives.
- Be responsible for orienting new Council members with the necessary information to perform duties of elected office.
- Review and provide input into all Council meeting agendas.
- Attend meetings of Council and other meetings as designated by Council.
- Represent the District at conferences, workshops and meetings when requested.
- Become an integral part of the Vanderhoof community and represent the District at community events and interact with local residents on operational matters.
- Provide leadership and support to employees to stimulate, motivate, guide and direct all individuals to contribute fully.
- Be responsible for hiring, promoting, demoting, suspending and dismissing employees in all positions of the District within established guidelines and within legislative requirements.
- Maintain an effective organizational structure that ensures clear definition of the responsibilities of each employee, including a system for evaluation of employee performance.
- Maintain a positive labour relations climate.
- Administer policies related to wage and salary administration.
- Oversee financial and administrative systems within the objectives, policies, plans and budgets established by Council, including overseeing the preparation of the annual operating and capital budgets, the long-term capital program and the annual report.

- Ensure the effective functioning of all operations, ensuring they are performed in a timely, economical and responsible manner.
- Develop and maintain effective relationships with neighbouring local governments, the Regional Districts, and various Federal and Provincial authorities and agencies.
- Develop and maintain effective relationships with businesses, agencies and associations with an interest in the District.
- Represent the District as a liaison with the public/private sectors, including tax payers, acting as spokesperson on operational matters.
- Perform other duties as required.

Required Skills, Abilities & Knowledge

The Chief Administrative Officer:

- Has excellent interpersonal and verbal/written communication skills.
- The ability to analyze problems, implement solutions and make effective, timely decisions.
- Can interpret, report, and advise on a variety of complex matters pertaining to the business of the District.
- The ability to prioritize workload and meet deadlines; is well organized and capable of obtaining results; and can delegate work in a fair and effective manner.
- Can interact with others in ways that advances the work of the District by developing respect, mutual understanding and productive working relationships.
- The ability to deal tactfully, efficiently, and effectively with staff, elected officials, all levels of government, other agencies and associations and the general public.
- Understands the current legal environment in which the District operates including the *Local Government Act*, the *Community Charter*, related statutes, laws, regulations and precedents respecting local government; the ability to interpret regulations, legislation, policies, procedures and bylaws; and the knowledge and understanding of local government issues, authorities and trends.
- Has a thorough knowledge of the organizational structure and culture as well as District activities and programs.

Working Conditions

- **Physical Demands:** The CAO will work odd or long hours to complete special requests and/or projects. The CAO may have to spend long hours sitting and using office equipment, computers and attending sessions.
- **Environmental Conditions:** The CAO will serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, staff, community associations, residents, special interest groups, developers, and related external contacts.
- **Sensory Demands:** Sensory Demands can include long hours of reading and use of the computer, close and constant attention to detail for accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.
- **Mental Demands:** The CAO is exposed to stress and pressure associated with positions that are responsible for supervising employees, coordinating large projects, responding to internal/external demands, and managing tight deadlines. The CAO will manage a number of requests at one time and must be prepared to deal with emergencies and stressful situations. The position will require handling complaints of a financial or political nature from internal/external contacts and business which may result in emotionally charged situations.

Qualifications

The Chief Administrative Officer:

- Has 3 to 5 years of progressively responsible experience in local government supplemented by a degree/diploma in public or local government administration from a recognized institution; or an equivalent combination of education and experience.
- Has participated in, or completed the Local Government Administration Management Program.
- Has post-secondary education in a related discipline.