



Village of Salmo

CHIEF ADMINISTRATIVE OFFICER

JOB POSTING

Join us in the “Hub” of the Kootenays!

The Village of Salmo is accepting applications for the position of full-time, permanent Chief Administrative Officer.

Under the direction of Council, through the Mayor, the Chief Administrative Officer (CAO) is responsible for the overall management of the operations of the Village of Salmo (Village). The Village operates under a one-employee model and, as such, the CAO is the critical conduit between the Council and the Village, ensuring that the policies, programs, and direction of Council are implemented; and ensuring that Council has the appropriate level of information and advice on the operation and affairs of the Village. The CAO additionally holds the responsibility of Corporate Officer.

Interested applicants must demonstrate through that they meet the following requirements:

Required Education and Experience:

- A degree in public or business administration, or a related field, with 5 years of directly related, progressive management and leadership experience in a government setting. An equivalent combination of education and experience may be considered.
- Experience managing multiple functions.
- Experience managing diverse groups of stakeholders.
- Demonstrated experience developing and implementing strategy.
- Experience successfully managing projects.
- Certification in Local Government Administration is a definite asset.

Required Knowledge, Skills and Abilities:

- Demonstrates a thorough knowledge of applicable legislation, including the Community Charter.
- Thinks and manages strategically, anticipating and identifying potential issues and opportunities.
- Politically savvy; delivers results through effective engagement with diverse groups of internal and external stakeholders.
- Works effectively through others.
- Influences and works effectively in a team environment.
- A confident and effective independent decision maker.
- Highly collaborative.
- Demonstrates strong analytical and problem solving skills.
- Works competently and effectively while under pressure to meet deadlines.
- Exceptional interpersonal and client service skills.
- Is an excellent communicator, with exceptional written and oral communication skills.

This posting, along with a detailed job description, can be found on our website at <http://salmo.ca/our-services/employment-opportunities/>. Applications in the form of a resume and cover letter detailing qualifications and experience relative to the position will be accepted until **11:59pm January 28 2018**.

Mail: The Mayor, c/o Village of Salmo, PO Box 1000, Salmo, BC V0G1Z0

Email: humanresources@rdck.bc.ca Fax: 250-357-9633.

while we appreciate all applications, only those invited for an interview will be contacted