

The Corporation of the Village of Salmo



Chief Administrative Officer

Our CAO is retiring, so the Village of Salmo is seeking a visionary, strategic thinker who will guide and oversee the human and physical resources of the municipality into the future.

Family friendly Salmo, “*the Hub of the Kootenays*”, has a strong community spirit and is a fantastic place to live! Centrally located on Hwy 3 about 30 minutes from Trail, Castlegar, or Nelson, Salmo offers the best of outdoor life and mountain living. Salmo features beautiful parks, trails and rivers, affordable housing prices, both an elementary and high school, a community centre that includes a full fitness centre, medical services, swimming pool, curling and an outdoor skating rink. Within in five minutes you could be at a ski hill, a golf course, a BMX bike-park, ATViing, fishing and much more. Nearby are beautiful lakes, two world-class ski resorts – Red Mountain and White Water - and a wide variety of outdoor adventure opportunities, plus the many amenities of our nearby neighbours. If you enjoy a job with lots of variety and prefer life in a small, vibrant village, this is the place for you!

The Village operates under a one-employee model and, as such, the CAO is responsible for leading, planning and managing the overall operations and programs of the municipality and ensuring that Council has the appropriate level of information and advice to make informed decisions on the affairs of the Village. The successful candidate will employ their proven leadership abilities, strategic and creative thinking, and excellent communication and interpersonal skills to ensure the continuous development and forward movement of new and existing village services. The CAO additionally holds the responsibility of Corporate Officer.

Interested applicants must demonstrate that they meet the following requirements:

Required Education and Experience:

- A degree in public or business administration, or a related field. An equivalent combination of education and experience may be considered.
- A minimum of 5 years of directly-related, progressive management experience and leadership in a government setting.
- Experience with land development and planning.
- Experience managing multiple functions and priorities.
- Experience managing and mentoring a diverse group of stakeholders including staff.
- Demonstrated experience working with a Council or Board to develop and implement strategy, including managing projects and multi-tiered strategic planning.
- Experience in developing and writing or updating bylaws with a Council.
- Experience in searching out and writing grant applications.
- Experience with working with a CFO, staff and Council for the annual budget process and ongoing oversight.

Required Knowledge, Skills and Abilities:

- Demonstrates a thorough knowledge of applicable legislation, including the *Community Charter* and *Local Government Act*.
- Thinks and manages strategically, anticipating and identifying potential issues and opportunities.
- Delivers results through effective engagement with diverse groups of internal and external stakeholders.

- Highly collaborative, works effectively with and through others.
- Influences, mentors and works effectively in a team environment.
- A confident and effective independent decision maker.
- 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.

Interested candidates should submit their resume and cover letter by 4:00 pm May 20, 2022, to:

Diana Lockwood, Mayor

Email: Mayor.Lockwood@salmo.ca or mail to: Box 1000, Salmo, BC V0G 1Z0