



The wild's calling...dare to answer!
We're on the lookout for an adventurous spirit to add to our herd:

CHIEF ADMINISTRATIVE OFFICER

Are you a leader of the pack, able to lure others to your quest while maintaining control in the den? Extremely adaptable to the challenges of your territory and able to strategically and progressively lead the pack? If you're seeking mountainous opportunities, then we are looking for you. Hear the howls? The District of Elkford invites you to respond to our call of the wild. **For a full description of this exciting opportunity, and to learn more about Elkford, visit www.elkford.ca.**

THE COMMUNITY

From Sparwood, follow Highway 43 north until the road ends—and the wilderness begins. A hidden gem of the East Kootenay, Elkford is a high-altitude Rocky Mountain municipality that calls to the wild at heart and adventurous in spirit. Without a traffic light or big-box store in sight, Elkford's rugged mountain ranges, iconic Canadian wildlife and untamed wilderness are truly an outdoor enthusiast's dream come true.

Wilderness has always been at the core of Elkford's identity. Built in 1971, as a homestead for mining industry workers and their families, Elkford has grown to boast the amenities, recreation facilities and luxuries of a much larger city centre. This idyllic mountain hamlet currently provides over 2,700 residents with postcard-perfect views, beautifully maintained community parks, a nine-hole golf course, hiking and mountain biking trails, a stunning ski hill, world-class fishing, emerald lakes and endless backcountry to explore.

THE OPPORTUNITY

The Chief Administrative Officer is the chief appointed officer of the District and is responsible for the overall management of the District, for coordinating District functions to ensure the efficient and effective operation of the District, for ensuring that the policies, programs and other directions of Council are implemented, and for advising and informing Council on the operation and affairs of the District. Annual salary range: \$132,846 to \$171,918 with an attractive benefits package.

Interested applicants should forward their cover letter and resume, on or before 4 p.m. local time on September 13, 2024, to:

District of Elkford
Attention: Mayor Fairbairn
744 Fording Drive
P.O. Box 340, Elkford, B.C., V0B 1H0
Email: mayor@elkford.ca • **Fax:** 250.865.4001

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.





District of Elkford

744 Fording Drive PO Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 · F. 250.865.4001 · info@elkford.ca · www.elkford.ca

EMPLOYEE POSITION DESCRIPTION

Position Name: Chief Administrative Officer (CAO) **Date of Revision:** September 2019

JOB SUMMARY

As the administrative head of the municipality, the CAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by Council and through Section 147 of the Community Charter.

NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES

Advice and Support to Council

- Supports Council in the determination of policy and decision making by providing advice
- Keeps Council apprised of issues and developments of an operational or political nature that relate to the District's interests
- Provides advice, background information, briefing materials and presentations to Council to assist in carrying out their responsibilities
- Participates in committees and commissions as required

General Administration

- Supervises the operation of all departments of the District
- Ensures the implementation of Council directives
- In consultation with Council, from time to time reviews the organizational structure to improve service delivery and ensure effective operations
- Authorizes lawyers to defend or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the District

Business Management

- Ensure that appropriate contracts, agreements or leases are in place with firms or societies that have dealings with the District
- Manages land sales including negotiations
- Approves annual or other short-term operational contracts for the District, in accordance with the District's Purchasing Policy
- Accepting, modifying and discharging, in whole or in part on behalf of the District, encumbrances registered in the Land Title Office which are deemed to be satisfied, expired, concluded or no longer in effect

Human Resources

- Administer labour relations for the District including negotiating, grievance management and administration of the Collective Agreement.
- Recommend to Council the appointment, promotion, demotion, discipline, suspension or termination of Officers of the District of Elkford, being those employees who are designated Officers by bylaw.
- Appoint, promote, supervise, demote, suspend, discipline and dismiss exempt employees of the District
- Recommend to Council the terms, conditions, benefits and remuneration for the employment of all exempt employees.
- Through the management team, ensures there is clear definition of responsibilities for each employee, and ensures there is an effective program in place to foster the development of personnel
- Appoint a temporary acting CAO to fulfill the responsibilities of the CAO in case of absence, illness or vacancy.
- Appoint acting Department heads to administer departments in the case of absence, illness or vacancy
- performs performance reviews for all direct reports on a regular basis and provides ongoing mentoring and coaching to create a highly functioning senior team
- communicates the strategic vision and direction of the District to all employees

Qualifications

- strong management, analytical and interpersonal skills with the ability to use tact, diplomacy and sound judgement
- communicates effectively, both verbally and in writing, with diverse audiences;
- a degree in a relevant field and/or at least 5 years of progressively responsible leadership roles with a local government or similar public body, or an equivalent combination of education, training and experience.