



N A K U S P

VILLAGE OF NAKUSP

CHIEF ADMINISTRATIVE OFFICER

The Village of Nakusp is located on the shores of the Upper Arrow Lakes, and is surrounded by spectacular mountains, clear lakes and rivers, and breathtaking scenery. Nakusp is a community of 1600 offering the amenities of a much larger center.

The Village has an exciting opportunity for a Chief Administrative Officer. Responsible for the direct overall planning, coordination and control of the activities and business affairs of the Village, the CAO will lead the staff in the fulfillment of all duties related to the Village's operations. The CAO will provide effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the economic, social and environmental needs of the Village.

As the ideal candidate, you are an accomplished local government leader with a combination of education and experience in providing effective customer service in a small municipality. The successful candidate must have: a bachelor's degree in a discipline related to municipal service delivery and a minimum of five years of senior municipal administrative experience or an equivalent combination of education and experience; participation in, or completion of, the Local Government Management Program, or equivalent; thorough knowledge of relevant provincial statutes; and the ability to communicate effectively and professionally, both orally and in written form. Preferred applicants will also have an asset management, land use planning or local government law background.

The position offers an attractive salary and benefit package. If you have any questions about the CAO role in Nakusp or would like more information about the community, please feel free to contact Mark Tennant, Director of Finance at 250-265-3689 or email at mtennant@nakusp.com

Applications, including a cover letter and your salary expectations, must be sent by email only to hr@nakusp.com by **Friday, May 14, 2021 at 4:00 p.m.** Applications will be acknowledged when received.

The Village of Nakusp thanks all applicants for their interest, however, only those shortlisted for interviews will be contacted.