



## VILLAGE OF SILVERTON CHIEF ADMINISTRATIVE OFFICER

The Village of Silverton is located in B.C.'s Kootenays, nestled in the Slocan Valley and is situated on beautiful Slocan Lake, directly adjacent to Valhalla Provincial Park. Exceptional outdoor recreation is available at your doorstep. This position is well suited for a dynamic individual who enjoys all that nature has to offer, rural living, and small community culture.

### **The Position:**

#### **The Chief Administrative Officer will:**

- Assist Council and the community to achieve their strategic vision and priorities;
- Provide strong leadership to a small staff team;
- Provide effective and efficient administration of the municipality's operations;
- Represent the Village's interest with other government agencies, corporations and the general public;
- Promote and improve the efficiency and effectiveness of the Village's operations through innovation, creativity and motivation of staff.
- Undertake the role of the Village's Corporate Officer and Approving Officer.
- Attend all Council meetings as required.

### **Qualifications:**

#### **The Chief Administrative Officer will preferably have:**

- A degree in a discipline related to municipal service delivery and Certification in Local Government Administration from the Board of Examiner for the Province of BC;
- A minimum of 3 years progressive management experience in a local government setting with thorough knowledge of all aspects of a small local government;
- Excellent communication skills with the proven ability to deal effectively with elected officials, all levels of the organization and particularly with the general public;
- The ability to "think outside the box" to bring innovation and creativity into the operation;
- A strong understanding of the financial aspects of a municipality, including the budget process and monitoring of budgets;
- An excellent understanding of personnel functions and human relations.

This is a full-time position, with a minimum of 35 hours per week. The position comes with a salary of between \$95,000 - \$110,00 (commensurate with experience and qualifications), as well as a comprehensive benefit package.

If you have any questions about this position, please contact Elsie Lemke (in confidence) at [elsie.lemke@silverton.ca](mailto:elsie.lemke@silverton.ca)

Please submit a covering letter and resume via email to the Village of Silverton, [elsie.lemke@silverton.ca](mailto:elsie.lemke@silverton.ca) before **4:00 p.m. Friday, November 22<sup>nd</sup>, 2024.**

We sincerely thank all applicants, however, only those chosen for an interview will be contacted.