



**District of Taylor
Employment Opportunity**

**Chief Administrative Officer
(Full-time Position)**

An inclusive and collaborative leader is being sought to fill the position of Chief Administrative Officer (CAO) for the District of Taylor. Reporting directly to Mayor & Council, the CAO will be responsible for the overall management of the administrative operations of the municipality by ensuring the policies and directions of the local government are implemented. He/she will advise and inform Council on the operations and affairs of the municipality, act as the Employer with respect to the *Workers Compensation Act*, as well as ensure that the District is compliant with all governing legislation. The CAO also upholds high ethical standards and provides leadership, inspiration and oversight of staff.

Our thriving and welcoming community of approx. 1500 is located in the beautiful Peace River Valley where the Alaska Highway crosses the Peace River. We are a resource municipality with an excellent tax base that supports recreation and leisure facilities that are second to none for communities of comparative size. These facilities include our municipally owned Lone Wolf Golf Course, award winning 2 surface ice arena, 4 sheet curling rink, 25m seasonal swimming pool, 450 seat community hall, multitude of playgrounds, paved 4.5km *Participaction* trail, 400+ acre campground w/15km of walking trails, as well as snowmobile and ATV trails nearby. Our proximity to a larger urban center, allows Taylor residents the luxury of a small town feel and open spaces without feeling isolated - a lifestyle many prefer.

The salary range is \$110,000 – \$130,000 per year, with an exceptional benefit package. A complete job description is available on the District's website at www.districtoftaylor.com.

The District of Taylor thanks all applicants for their interest in this position; however only applicants selected for position interviews will be contacted.

Applications containing a cover letter and a detailed resume of qualifications and experience will be received by the undersigned prior to 4:30 p.m. on Friday, October 9, 2020.

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DISTRICT OF TAYLOR
Job Description
Department: Administration
Chief Administrative Officer

Classification: Chief Administration

Position Summary: Reporting directly to Mayor & Council, the Chief Administrative Officer (CAO) will be responsible for the overall management of the operations of the municipality by ensuring the policies and directions of the local government are implemented. He/she will advise and inform Council on the operations and affairs of the municipality, act as the Employer with respect to the *Workers Compensation Act*, as well as ensure that the District is compliant with all governing legislation. The CAO also upholds high ethical standards and provides leadership, inspiration and oversight of staff.

RELATIONSHIPS

Reports to: Mayor & Council

Positions Supervised:

- Department Heads comprised of:
 - Community Services Director
 - Corporate & Deputy Financial Officer
 - Director of Financial Services
 - Director of Operations
 - Fire Chief
 - Golf Course General Manager
 - Parks & Facilities Director

RESPONSIBILITIES

Chief Administrative Officer Core Duties:

1. Recommends objectives, policies and programs to Council:
 - a. Responsible for the implementation and operation of such objectives, policies and programs as directed by Council
 - b. Keeps Council aware of policies, thus ensuring consistency with District objectives and programs
 - c. Keeps objectives, policies and programs within the direction of Council (i.e. ideas from strategic planning sessions)
2. Directs the implementation of and monitors progress of policies and programs by Council and evaluates and recommends changes as required:
 - a. Maintains a tracking system of outstanding issues provided to Council
 - b. Delegates projects and issues to Senior Staff or addresses the situation

3. Coordinates departmental activities and recommends, to Council, any changes in duty or authority of departments:
 - a. Proposes, justifies and recommends any changes to the organizational chart, as approved through the Annual Financial Plan process, including the reallocation of full-time equivalent staffing levels.
4. Directs the development of budgets and establishment of financial controls:
 - a. Works with the Director of Financial Services to coordinate budget information
 - b. Assists Senior Staff in preparing their financial budget estimates along with the Director of Financial Services
 - c. Prepares authorized spending limits for Senior Staff for Council's approval
 - d. Authorization to spend funds within approved spending limits
5. Ensures that expenditures are within the budget approved by Council
6. Operates within established personnel policies, collective agreement and budget guidelines and participates in the appointment, promotion, demotion, transfer or dismissal of staff:
 - a. Provides recommendations to Council for approval
 - b. Works on the side of Council when dealing with promotion, demotion, transfer or dismissal of staff and not as an arbitrator for the staff member
7. Ensures the prompt investigation and handling of all requests, inquiries or complaints by the public and Council
8. Directs the execution of all documents, agreements or contracts approved by Council
9. Attends all regular and special meetings of Council and other meetings as requested by Council and chairs all meetings of the Department Heads:
 - a. Has Senior Staff available at meetings with information to be discussed that is related to their department
 - b. Attends or delegates Senior Staff to attend meetings related to major concerns of their department
 - c. Be visible with other communities in the area to communicate and express the District's interests (i.e. Regional District meetings, UBCM, NCLGA, LGMA)
10. Ensures the satisfactory preparation and retention of bylaws, policies, etc. by the office and delegates as appropriate:
 - a. Makes proper use of personnel resources, UBCM, NCLGA, LGMA, MFA, MIA, and government solicitors for document feedback while ensuring that research is also conducted from other areas of relevance
11. Drafts correspondence resulting from decisions of Council or delegates as appropriate:
 - a. Keeps track of outstanding issues so that continuous follow-up is maintained and passed onto Council when completed
 - b. Follows-up regularly with staff on delegated items
12. Coordinates the provision of special services to the municipality (i.e. legal, audit, consulting)

13. Communicates and recommends, in consultation with Senior Staff, issues that are of concern to the municipality
14. Maintains a training program and fosters long-term development for all staff members so that sufficient back-up is always available, which includes mentoring initiatives and offering a genuine desire to help employees succeed
15. Assumes the responsibility to perform or delegate responsibilities of any municipal officer in their absence
16. Responsible for the implementation of the Communications Policy, in conjunction with Council
17. Performs high-level inspections annually, with Department Heads, of all municipal facilities, buildings, parks, sidewalks, roads etc.
18. Responsible for the maintenance of the District's overall health and safety program
19. Reviews and approves all Senior Staff reports to be included on a Council Committee or Council Meeting Agenda
20. Responsible for the implementation of the Emergency Operations Centre and initiating the District's Emergency Plan
21. Able to create a vision for the community in an Economic Development capacity
22. Committed to sustainability, community health and a vision for quality of life for Taylor residents
23. Anticipates the needs of internal and external stakeholders and ensures appropriate mechanisms are in place to facilitate community and stakeholder engagement.
24. Keeps the citizens, customer and other stakeholder interests in the forefront
25. Performs other related duties as may be requested by Council

QUALIFICATIONS

Suggested Knowledge, Skills & Abilities:

- Excellent organizational and time management skills
- Good public relation skills
- Exceptional negotiation, interpersonal and communication skills, in both writing and verbal
- Minimum of 5 years experience in senior local government administration
- Ability to work closely with Council, all levels of government, the public and staff
- Innovative thinking, creative problem solving, superior team and visionary leadership abilities
- Thorough knowledge of the BC Local Government Act, Community Charter and Provincial Statutes

- Diploma in Public Administration and/or Intermediate/Senior Certificate in Municipal Management, or a relatable diploma/degree combined with substantial local government work experience at a senior management level
- Emergency Management skills and training would be considered an asset