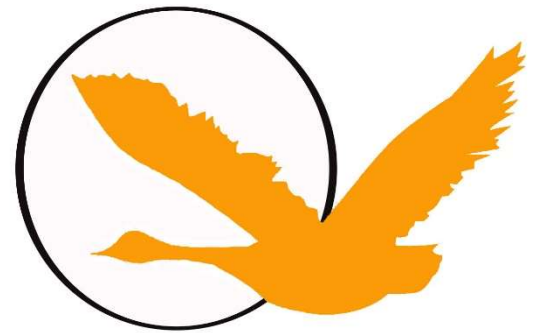


We connect talented leaders with organizations that value their skills and expertise.

Opportunity

Chief Administrative Officer

District of Vanderhoof



District of Vanderhoof
Incorporated 1926
Geographical Centre of BC



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ABOUT US: DISTRICT OF VANDERHOOF

The District of Vanderhoof (www.vanderhoof.ca), known as the “Geographic centre of British Columbia”, is situated in the fertile Nechako Valley at the junction of the Nechako and Stuart rivers. The area is characterized by rolling hills, bluffs, wilderness waterfalls, and many lakes and rivers.

Home to approximately 8,000 urban and rural district residents, its surrounding pristine lakes and rolling countryside offer an abundance of year-round outdoor activities for the discerning recreation enthusiast. This “safe and can-do community” is strategically located one hour from Prince George, a major transportation hub.

The major industries in Vanderhoof and the surrounding area are forestry and agriculture, supported by several lumber mills, forage crop farming, and cattle production.

Amenities include top-flight healthcare, excellent elementary and secondary education, a strong industrial base, and an abundance of shopping and ancillary services seldom offered in smaller rural communities.

Known and well respected for its balanced growth strategies, the District of Vanderhoof recognizes the importance of delivering the very best of services to its residents and visitors and as such is looking to attract an accomplished municipal executive as Chief Administrative Officer.



POSITION SUMMARY: CHIEF ADMINISTRATIVE OFFICER

The District of Vanderhoof has 31 FTEs, with an additional 5-10 seasonal staff, and an operating budget of \$7 million. The Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations in accordance with the objectives, policies, and plans approved by Council. The CAO is responsible for directing, controlling, and coordinating the activities of the various District departments.

This role also provides the leadership skills required to lead a staff of dedicated professionals and plays a key role with Council in planning and executing a strategic vision that meets both current and future needs of the District.

KEY RESPONSIBILITIES:

- **Providing Advice and Support to Council**
 - Supports the Mayor and Council in the determination of policy by providing advice and counsel relative to proposed municipal initiatives. In doing so, integrates objectives emerging from the political process, social and economic trends, the advice of staff, and positions advocated by interest groups and the public.
 - Formulates alternatives for consideration by the Mayor and Council to ensure that the District's objectives are achieved through the most effective and realistic strategies.
 - In addition to new policy and program initiatives, keeps the Mayor and Council

apprised of issues and developments of an operational or political nature that relate to the interests of the District.

- Provides appropriate advice, background information, and briefing materials to the Mayor and Council in carrying out their range of responsibilities.
- Plays an active role on Council committees and commissions as required.

- **Supporting Council's Strategic Planning Processes**

- Supports the Mayor and Council in the formulation of a Strategic Plan for the District. This Plan will identify the needs of the various constituencies within the municipality and chart a future vision of the role the District will play in meeting those needs. In addition, the Plan will identify the critical issues that must be addressed and will set annual objectives and strategies.
- On a quarterly basis, submits to the Mayor and Council an analysis of progress in achieving objectives established in the Strategic Plan, sets out a rationale for any variances, and recommends modifications of the Plan for the remainder of the year.

- **Ensuring Effective Financial and Administrative Management**

Ensures effective financial and administrative systems are in place to safeguard the assets of the District and maximize the effectiveness of resource utilization within the objectives, policies, plans, and budgets established by Council.

- **Leading Business Planning for the Organization**

- Within the context of the Strategic Plan, leads the development of 3-to-5-year business plans for the organization that detail key goals, strategies, and performance measures, as well as the necessary human, financial, and capital supports to achieve the plan.
- Ensures the plan is updated on an annual basis.

- **Establishing Personal Performance Objectives in Conjunction with Council**

Annually, in conjunction with the Mayor and Council, establishes personal performance objectives to be achieved by the CAO in the upcoming year. These objectives will be the basis of the annual performance review of the CAO.



- **Supporting Council's Objectives through Effective Management of the District**

- Develops and maintains an effective organizational structure for the staff of the District that reflects operational needs and that is directed towards accomplishing the objectives established in the Strategic Plan. Of critical importance is the continued development of a strong senior team that is accountable for the day-to-day management of the operations of the District.

- Through the senior management team, ensures that there is a clear definition of the responsibility of each employee, that there are effective programs in place to foster the development of personnel and a system of measurement of employee performance, all being carried out in a manner that supports the accomplishment of Council's strategic and operational objectives.



- **Managing District Resources**

- Ensures the acquisition and effective management of the fiscal, human, and physical resources required by the District to fulfill its objectives.

- **Providing Leadership to Staff**

- Provides leadership to the employees of the District to capitalize on the full potential of this critical resource. In doing so, stimulates, motivates, guides and supports all personnel to contribute fully to the realization of the strategic goals and objectives of the District.

- Encourages the involvement of employees at all levels in decision making.

- Communicates the mission, vision, and strategic direction of the District to all personnel to create an understanding of the role each plays in accomplishing Council goals and objectives.

- **Promoting Excellence in Service to the Public**

Ensures that District staff are committed to providing a high level of public service and creates a dynamic climate that results in the continual search for new and more effective approaches to fulfilling the District's mandate.

- **Overseeing District Operations**
 Through the senior management team of the District, ensures the effective functioning of all operations and that Council policy is implemented, objectives are achieved, and programs operate within approved funding limits.
- **Recommending Policies & Programs**
 Recommends to the Mayor and Council new and revised policies and programs that are consistent with Council policy and strategy, meets the changing needs of the public served by the District, and effectively and efficiently fulfills Council's mandate.
- **Developing and Maintaining Key External Relationships**

 - Ensures that corporate policies are reflective of council's commitment to open and transparent government.
 - Develops and maintains close working relationships with Chief Administrative Officers of neighbouring municipalities.
 - With Federal Government, Provincial Government, Territorial Government and Crown Agencies develops and maintains effective relationships with various officials with responsibilities affecting the District, such as municipal affairs, finance, and transportation.
 - Develops effective relationships with all agencies, including the business community and other institutions and organizations with an interest in the District.
- **Ensuring Effective Internal Communication with Staff, Management, and Council**

 - Ensures an effective and inclusive system for internal communication exists between staff, management and Council. Ensures all staff are made aware of the District's mission, vision and goals for both the long and short term.
 - Keeps the Mayor and Council apprised of issues and developments of an operational or political nature in a timely manner that relates to the interests of the District. Provides appropriate advice, background information and briefing materials to the Mayor and Council in carrying out their range of responsibilities.
- **Staying Current with Trends in Municipal Management**
 Remain current with trends and developments in municipal administration and recommend new and innovative approaches that could enhance the performance of the District.

ATTRIBUTES AND COMPETENCIES:

- **Leadership Skills**

Provides exceptional leadership by mentoring and guiding teams to achieve high performance. Fosters a safe, empowering, and engaging workplace culture. Leads with respect and integrity, building strong relationships and serving as a positive role model.

- **Management Skills**

Significant progressive experience in senior executive-level positions, in an administrative capacity, coupled with demonstrated business acumen. Has strong conflict resolution skills. Excels at setting clear, measurable, and achievable objectives while holding others accountable for results. A collaborative leader who values input from others, fostering teamwork and mutual respect.

- **Visionary**

A strategic and innovative thinker in service-oriented environments, skilled at communicating and translating vision and strategic objectives into successful outcomes. Promotes fiscal accountability while fostering a positive and innovative workplace. Open-minded and eager to explore new ideas, with a strong understanding of social, economic, and political trends impacting municipalities.

- **Human Resource Management**

Supportive leader with strong empathy and emotional intelligence, skilled at bringing diverse individuals, departments, and program initiatives together. Balances clear direction with trusting staff to exercise sound judgment and take independent action. Experienced in developing and managing human resources responsibly and effectively.

- **Financial Management**

While not an accountant, the CAO must have a solid understanding of municipal finance and the financial operations of the municipality. Demonstrates a strong commitment to service, urgency, and accountability in financial planning, budgeting, and management reporting. Proven ability to navigate and lead effectively in challenging fiscal environments.



- **Communication and Interpersonal Skills**

Excellent communicator with the ability to address issues with political sensitivity and diplomacy in high-stakes situations for the municipality. Recognized for an honest, open, and consistent approach. A skilled relationship builder who collaborates effectively and remains mindful of the diverse needs of staff, council, businesses, the community, and other municipalities.

- **Volunteer Service**

Demonstrated community focus and involvement, with a genuine interest in local cultures, perspectives, and the needs of the community. Committed to community service, promoting voluntarism, and staying actively engaged in the community.

- **Political Astuteness**

Understands that political matters are the responsibility of elected officials and ensures that the CAO and staff respect this boundary. Always maintains strict confidentiality and decorum, with a keen ability to anticipate the political implications of recommendations and actions. Exemplifies a senior executive presence with a professional and composed demeanor.

- **Customer Service**

Demonstrates customer service excellence and accessibility across the organization and to the public by delivering innovative programs and services. Simplifies complex matters and leads a highly service-oriented administration.

- **Relationships and Partner Engagement**

Skilled in building strong business relationships, fostering alliances, and developing public-private partnerships to achieve shared goals and deliver meaningful results.



EDUCATION, EXPERIENCE AND KNOWLEDGE

- Ideally a University Degree (Masters preferred) in business, public administration, or a directly applicable discipline.
- Exceptional understanding of governance and demonstrated experience working effectively with boards, councils, and committees that may have diverse opinions.
- Thorough knowledge and experience with progressive, fiscally accountable business operations practices relevant to municipalities across a broad range of disciplines.
- An excellent understanding of economic development and the importance of economic growth in the community.
- Comprehensive knowledge of government affairs, governing legislation, and public responsibilities related to municipal government administration in BC.
- An understanding of First Nations relations will be considered an asset.

HOW TO APPLY

The salary range for this position, up to \$166,575 per annum.

We value diversity and are committed to creating an inclusive environment. We encourage people of all backgrounds, identities, and experiences to apply.

This is a unique opportunity to become part of the vibrant future of the District of Vanderhoof. Candidates seeking a rewarding career opportunity with one of Western Canada's most beautiful communities are invited to submit their resume in confidence quoting **Project** DOVCAO to: grantsmith@waterhousesearch.com

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We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.

