



## Chief Administrative Officer

The District of Vanderhoof, ( [www.vanderhoof.ca](http://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. Home to approximately 8000 urban and rural district residents, it’s surrounding pristine lakes and rolling countryside offers 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. 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 their balanced growth strategies, the District of Vanderhoof recognizes the importance of delivering the very best of services to our residents and visitors and as such is looking to attract an accomplished municipal executive as Chief Administrative Officer.

Working closely with Mayor and Council, as CAO you will have overall responsibility for managing the constantly changing and increasingly complex day-to-day affairs of the community. You will provide the leadership skills required to lead a staff of dedicated professionals and play a key role with council in planning and executing a strategic vision that meets both current and future needs of the District.

Your background includes strong academic credentials and several years in a senior role within municipal administration, ideally coupled with an accomplished work history of private and/or public sector management. Known as a mentor with a strong work ethic, you fully understand the challenges facing progressive, modern day communities, and have a track record of demonstrating your capabilities as a senior executive. You are a take charge visionary strategic thinker with impeccable human resources and labour relations skills and a communicator with sound political judgement. You are recognized as a catalyst for positive change within the workplace. Although not a job prerequisite, an understanding of First Nations relations will be considered an asset.

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 Grant Smith.

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