



Chief Administrative Officer

Issue Date: May 20, 2022

Closing Date: June 10, 2022

Job Level: Permanent/Full Time

Posting # 2022-015

THE DISTRICT OF STEWART is offering the opportunity to join our team in an exciting and challenging leadership role, working with a dedicated Mayor & Council and Staff.

The District of Stewart is advantageously placed as a deep-sea port on BC's beautiful northern coast. During the summer, the District serves as the hub for expanding mineral exploration in the region; and is a major tourist draw with its closeness to Alaska and road access to a major glacier - the Salmon. Recreational opportunities are abundant year-round with salmon and halibut fishing down the Portland Canal, and with first class snowmobiling and heli-skiing on the adjacent mountains well into the summer. Major industry in the area includes Mining, Logging and Port operations.

Job Summary:

Reporting to the Mayor and Council, the Chief Administrative Officer is accountable for the operation of all municipal services in the District and will also hold the statutory position of Corporate Officer.

The Mayor and Council are seeking an action oriented, self-motivated person to assist them with the challenges of a community which is on the edge of a mining boom and has great potential for renewed growth and development. The successful applicant will be a strong confident professional, skilled in collaborating with Mayor and Council, the business community, other government jurisdictions, and will assume total responsibility for the operations of the Municipality - assisting Council in carrying out their duties as well as coaching the municipal staff in achieving their goals. Strong credentials in local government administration, a good track record of sound decisions at a senior level, and demonstrated proficiency in mentoring and training staff will be important to the Mayor and Council.

Qualifications:

The successful applicant must possess a degree or diploma in a related discipline (preferably public administration) or an equivalent education/ experience base. He/ she should have a broad knowledge of the Community Charter and Local Government act with previous progressive experience in municipal administration, preferably 3 - 5 years. A British Columbia Board of Examiners Certificate in Local Government is desirable.

The District of Stewart offers a competitive salary and benefit package with a starting salary commensurate with qualifications and experience.

Interested individuals are encouraged to submit a cover letter, resume and references in confidence to the undersigned. For those seeking more details, a full information package is available, as is the opportunity to discuss the position further.

APPLICATIONS:

Qualified candidates are invited to submit their detailed resume and covering letter in confidence to the District of Stewart to:
Gord Howie, CAO
P.O. Box 460, Stewart BC V0T 1W0 (705 Brightwell Street)
Or via email to: cao@districtofstewart.com

When applying please quote Job Posting No. 2022-015 | *Shortlisted applicants will be asked for three (3) references.*
We thank all applicants, but only those selected for an interview will be contacted