



CHIEF ADMINISTRATIVE OFFICER

Employment Opportunity

The Town of Faro is an innovative, vibrant, clean and safe community nestled in a spectacular mountainous setting of central Yukon. The town offers very affordable housing, extensive recreational facilities along with an enviable Yukon lifestyle. We have high expectations for continued sustainable growth and an optimistic progressive approach to the future.

Faro is approximately a 4 hour drive East of Whitehorse. Whitehorse itself is equipped with the conveniences of a full downtown, a range of health facilities, shopping, educational, and cultural amenities.

The successful candidate will be resourceful, innovative, ethical and will enjoy collaboration. Reporting directly to Council, the CAO is responsible for the overall administrative functions of all municipal departments in accordance with the Yukon Municipal Act, and the bylaws and policies of the Town of Faro. The ideal candidate will have strong credentials in municipal or related administration, including knowledge of accounting and budgeting procedures and practices, and excellent leadership, communication and interpersonal skills. We are looking for a person with a strong sense of community, one who can demonstrate a history of their involvement. Candidates with management experience working for other orders of government such as federal, territorial are encouraged to apply.

The ideal candidate will have a degree relevant to the nature of municipal work, a minimum of 5 years' experience in senior municipal management or an equivalent combination of education and experience, and thorough familiarity with municipal legislation. This is an excellent opportunity for those looking to put down long term roots in the community.

POSITION QUALIFICATIONS

1. Degree in public or business administration, planning or a related field.
2. 5 years or more diverse senior management experience
3. Proven fiscal management experience.
4. Demonstrated success in developing and implementing comprehensive strategies, and achieving results.
5. Excellent knowledge of effective management and leadership practices, organizational behaviour, corporate culture, and the functions and principles of municipal government/business administration and operations and relevant legislation.
6. Current knowledge of changing global, national and Territorial realities and their potential impact on the community.
7. Ability to think creatively, to make sound and effective decisions, to build consensus, and to effectively create and manage change.
8. Ability to work effectively within a union environment.
9. Excellent communication and interpersonal skills including demonstrated aptitude for building rapport and developing networks.
10. Knowledge of Safe Work legislations and implementing safe work practices into the Town's workplace.

Please ensure your resume and expression of interest is posted or email to the address below no later than 4:00 p.m., Wednesday, May 8, 2019 or until fulfilled.

Mayor & Council
Town of Faro
Box 580, Faro, Yukon Y0B 1K0
or Fax: (867) 994-3154
or email to: admin-faro@faroyukon.ca

For further information, please contact the Town of Faro at Ph: (867) 994-2728

A job description will be forwarded upon request. We appreciate the interest of all those responding, but only those considered for an interview will be contacted.