

CHIEF ADMINISTRATIVE OFFICER

Competition #: JR-2024-162

Closing Date: June 30, 2024

Annual Salary: \$220,380.68 – 259,271.39

About Vernon:

Welcome to Vernon and the sunny North Okanagan, where our casual lifestyle matched with spectacular outdoor recreation opportunities has led Vernon to become one of the most diversified communities in BC. The community is surrounded by three lakes; Okanagan, Kalamalka and Swan in British Columbia's Okanagan Valley, one of the most desirable regions in Canada in which to live. The community is located approximately 4 1/2 hours by car from Vancouver and the Pacific Ocean, and 3 hours north of the US border at Washington State.

Vernon is the hub of the North Okanagan and has a population of over 45,000. Vernon provides an exceptional quality of life with a mix of urban amenities, world class resorts, amazing recreational opportunities all situated in a natural setting. Vernon is a great place to live, work, visit or invest. Just ask anyone who lives in the region.

About the Position:

This is an exciting opportunity for an experienced local government leader to join the growing City of Vernon. Reporting to the Mayor and City Council as a body, the Chief Administrative Officer is responsible for delivering on Council's policies and promises to Vernon residents. The Chief Administrative Officer champions the City's mission to "deliver effective and efficient, local government services that benefit our citizens, our businesses, our environment and our future". By aligning corporate strategic goals with the dedication of City staff, the Chief Administrative Officer fosters a culture that supports a vibrant and diverse workforce of highly skilled people who work together to deliver extraordinary service to the citizens of Vernon.

Responsibilities:

- Develops and provides advice and recommendations to Council on all matters within the control and purview of the City.
- Administers, supervises and directs the affairs of the Municipality and its Officers and employees under the general policy direction of Council, and in conformity with relevant statutes, bylaws and resolutions.
- Ensures that policies and programs developed and adopted by Council are transmitted to Officers and employees, and monitors and gives direction as to their implementation.
- Acts as the leader of the Senior Management team, directs the preparation of and co-ordinates and controls all staff reports to Council.
- Responsible for planning and recommending adequate staffing levels for the organization. The CAO to this end will, or will delegate the authority to, appoint, promote, contract, demote, suspend and dismiss all employees of the City, except Officers, subject to the provisions of the Local Government Act and any provisions of City bylaws that may, from time to time, be applicable.
- Responsible for and directs the preparation and compilation of the Annual Budget, consistent with the Local Government Act, for submission to Council.
- Responsible for and directs the preparation and compilation of the Capital Expenditures Programs and submits same to Council.
- Responsible for and directs the preparation of long-range plans for the development and operation of all Municipal services and activities for consideration by Council.
- Prepares, or causes to be prepared, and supervises the awarding of all contracts as may be approved by Council under the City's purchasing policies, and ensures adherence to the terms and conditions of all contracts or agreements entered into by the City.
- Responsible for and directs the preparation of major reports such as the Official Community Plan, Liquid Waste Management Plan, major growth studies and major engineering studies.
- Responsible for and directs the negotiation and administration of Union contracts.
- Recommends to Council the purchase, lease or sale of City property, facilities and equipment.
- Responsible for the appointment, promotion, demotion or termination of all Officers of the City, and suspends any Officer for just cause, subject to the provision of the Local Government Act and any provisions of City bylaws that may, from time to time, be applicable.
- Attends and participates in meetings of Council and Committees of Council, as required.



- Maintains a high level of inter-departmental communications, organizational morale, integrity and pride.
- Maintains effective contact with municipalities, regional districts, relevant senior government departments and agencies, and various boards and commissions, where the interests of the City are affected.
- Carries out periodic reviews of organization structures to ensure attainment of Council objectives.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- This position may perform the role of Emergency Operation Centre Director as assigned by the City, for the assistance and coordination of the Emergency Operating Plan.

Required Education and Experience:

- Master's Degree or equivalent in a related field pertaining to local government administration and financial management, supplemented by previous experience in a larger, multi-level organization.
- Extensive experience in municipal administration or finance, with a broad knowledge base of several of the following fields: Human Relations, Engineering, Planning and Labour Negotiations.

Required Knowledge, Skills and Abilities:

- Computer and related software, general office equipment.
- A very thorough knowledge of the Local Government Act, the Community Charter and related statutes, laws, regulations and precedents respecting civic government.
- Ability to interpret, report and provide advice and guidance on a variety of legislative and administrative matters, and act as a problem-solver with Council when conflict exists between staff recommendations and Council's perceived political agenda.
- Ability to manage and direct personnel engaged in diverse activities.
- Ability to meet and deal tactfully, efficiently and effectively with senior government, municipal government, business and other officials, and the general public.
- Excellent written and verbal communications skills.
- A high degree of personal integrity and commitment.
- Ability to work varied hours as necessary to meet the requirements of the position.
- Ability to implement a form of performance management.



To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at vernon.ca by selecting “apply” and creating a candidate profile.
- By Fax: (250) 550-3551

Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

