

DISTRICT OF INVERMERE CHIEF ADMINISTRATIVE OFFICER



The District of Invermere is a vibrant, growing community with over 3900 permanent residents, and a visiting population of 20,000+ in peak vacation times. Invermere is nestled on the shores of Lake Windermere in BC's Columbia Valley. Within minutes of downtown are numerous golf courses, beautiful waterfront areas, spectacular hiking, skiing, and other recreational opportunities. If you enjoy the outdoors and wish to live in a community that offers an incredible quality of life, then Invermere is calling you to be its next Chief Administrative Officer.

WHAT YOU'LL BRING: INSPIRATION + COLLABORATION

The CAO will report directly to Mayor and Council and will manage the day-to-day activities of the District in accordance with the Community Charter and related legislation. In this role, you will provide timely advice and guidance to Council and under their direction ensure that all programs and services are carried out effectively. You will liaise with stakeholders, other municipalities and levels of government on key projects affecting the District and ensure that all major policies and initiatives are communicated to the broader community. With your lived experience in either the public or private sector, you will guide and support the District as you:

- **Lead with integrity:** you are an authentic, self-aware, trusted and trusting individual who creates and fosters strong relationships.
- **Actively develop others:** you coach, mentor, inspire and motivate individuals while developing and effectively delegating to distinct teams.
- **Deliver service excellence:** you provide a servant leadership style that focusses on a community- and people- first philosophy. You have experience in breaking down barriers, taking responsible risks, leading change, and managing resources.
- **Communicate exceptionally:** you seek first to understand and then guide others with outstanding written and verbal communication skills.
- **Drive strategic orientation:** you are politically astute and visionary. You promote and assist others to connect with strategic priorities and vision using “big picture” and innovative thinking.
- **Build organizational community:** you are a collaborator, an ambassador for organizational culture, a supporter for connecting teams and a cultivator of organizational alignment.
- **Exemplify accountability:** you inspire agreement, take initiative, hold others accountable, and turn thoughtful ideas into action.

EDUCATION AND EXPERIENCE:

The District's ideal candidate will be someone who has as much passion about the community they live in, as they do about the organization itself. Municipal Government or Public Sector experience is important; however, more critical is outstanding leadership experience. In your background, you will possess:

- A university degree in land use planning, engineering, public administration, or in a related discipline relevant to public sector leadership.
- Minimum 10 years progressive experience in a senior leadership role in the public or private sector. Leadership experience in Municipal Government is considered an asset.
- Strong understanding of strategic planning, business plans and budgeting.
- Knowledge and experience in matters concerning relevant provincial and federal legislation.

The role offers an annual wage range of \$140,000 - \$160,000. A Supplementary Information Package can be obtained by request from the Consultant, which includes a complete job description and full details of the compensation and benefits. To apply, send your resume and cover letter to Tall Cedars Search & Recruitment:

Flo Follero-Pugh, Tall Cedars Search & Recruitment

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