



**District of Taylor  
Employment Opportunity**

**Chief Administrative Officer  
(Full-time Position)**

An inclusive and collaborative leader is being sought to fill the position of Chief Administrative Officer (CAO) for the District of Taylor. Reporting directly to Mayor & Council, the CAO will be responsible for the overall management of the administrative operations of the municipality by ensuring the policies and directions of the local government are implemented. He/she will advise and inform Council on the operations and affairs of the municipality, act as the Employer with respect to the *Workers Compensation Act*, as well as ensure that the District is compliant with all governing legislation. The CAO also upholds high ethical standards and provides leadership, inspiration and oversight of staff.

Our thriving and welcoming community of approx. 1500 is located in the beautiful Peace River Valley where the Alaska Highway crosses the Peace River. We are a resource municipality with an excellent tax base that supports recreation and leisure facilities that are second to none for communities of comparative size. These facilities include our municipally owned Lone Wolf Golf Course, award winning 2 surface ice arena, 4 sheet curling rink, 25m seasonal swimming pool, 450 seat community hall, multitude of playgrounds, paved 4.5km *Participation* trail, 400+ acre campground w/15km of walking trails, as well as snowmobile and ATV trails nearby. Our proximity to a larger urban center, allows Taylor residents the luxury of a small town feel and open spaces without feeling isolated - a lifestyle many prefer.

The salary range is \$113,725 – \$145,000 per year, with an exceptional benefit package. A complete job description is available on the District's website at [www.districtoftaylor.com](http://www.districtoftaylor.com).

*The District of Taylor thanks all applicants for their interest in this position; however only applicants selected for position interviews will be contacted.*

Applications containing a cover letter, and a detailed resume of qualifications and experience will be received by the undersigned prior to 11:59 a.m. on Friday, November 8, 2024.

Mike Whalley, Interim Deputy Corporate Officer  
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# DISTRICT OF TAYLOR

## Chief Administrative Officer

### Job Description

**Title:** Chief Administrative Officer

**Date:** October 7, 2024

**Department:** District of Taylor

**Job Category:** Executive

**Reports To:** Mayor and Council

**Job Number:**

**Interacts With:** Department Heads, Council, district employees, other municipality leadership, community stakeholders

**Grade Assignment:** 13

#### **General Summary:**

Reporting directly to Mayor and Council, the Chief Administrative Officer (CAO) will be responsible for the overall management of the municipal operations for the District of Taylor by ensuring the vision, strategic direction, programs, and policies of Council are carried out by maximizing departmental efficiency, ensuring return on investment, and providing a high level of service delivery to residents.

Acting as the Employer, the CAO has full control and direction of all employees of the District and exercises general administrative and operational control over all departments, while also ensuring the communication of accurate and timely advice and information relevant to Council concerning the operations and affairs of the municipality is provided.

#### **Primary Duties and Responsibilities:**

##### **Health and Safety**

- Ensures ongoing safety standards are met by supporting and encouraging the effective maintenance and application of all Occupational Health and Safety program requirements for the District of Taylor
- Responsible for the implementation of the Emergency Operations Centre and initiating the District's Emergency Plan
- Performs high-level inspections annually, with Department Heads, of all municipal facilities, buildings, parks, sidewalks, roads etc.

##### **Governance and Legal Compliance**

- Undertakes the statutory responsibilities assigned to the Chief Administrative Officer as outlined in Section 147 of the *Community Charter*, including but not limited to:
  - o Overall management of the operations of the municipality;
  - o Ensuring that the policies, programs and other directions of the council are implemented;
  - o Advising and informing the council on the operation and affairs of the municipality
- Provides accurate and timely communication to Council regarding situations of vital significance

(including but not limited to: incidents on site resulting in injury, site visits from regulatory agencies, inspection reports provided by external agencies, and any orders that may result)

- Understands, observes and enforces all laws and legal agreements applicable to the organizations
- Monitors changes in legislation, emerging issues and trends and provide Council with advice relative to the potential impact to the District
- Recommends to Council new and revised policies and programs which meet the changing needs of the public and staff served by the District and effectively and efficiently fulfill Council's mandate
- Support Mayor and Council on an annual basis in the formulation of a strategic plan for the District, including quarterly updates on the progress of objectives
- Anticipates the needs of internal and external stakeholders and ensures appropriate mechanisms are in place to facilitate community and stakeholder engagement
- Coordinates the provision of special services to the municipality (e.g. legal, audit, consulting)
- Attends all regular and special meetings of Council and other meetings as requested by Council and chairs all meetings of the Department Heads ensuring clear flow of communication and recommendations between departments and Council
- Reviews and provides input into all Council meeting agendas
- Be visible with other communities in the area to communicate and express the District of Taylor's interests (i.e. Regional District meetings, UBCM, NCLGA, LGMA, First Nations Communities)
- Ensures the satisfactory preparation and retention of bylaws, policies, etc. by the office, utilizing proper available resources, and seeking document feedback from government solicitors as necessary
- Ensures action commitments, outstanding issues, and other items of relevance to Council are documented and tracked, and follow-up is maintained

#### **People**

- Ensures the active flow of accurate, timely, and transparent communication across the organization and to the community at large
- Ensures Council is properly informed and relationships (both internal and external) are fostered
- Provides ethical guidance, support, mentorship, and quality leadership for all employees while supporting and reinforcing the vision, mission, strategic goals, and governance policies of the District
- Builds and leads a high-performing team who model District values and provides excellent service delivery
- Ensures that policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives
- Champions the strategic workforce planning activities, creating opportunities for and encouraging ongoing employee skill development, mentoring, succession planning, and cross-training efforts
- Operates within established Human Resources policies, legal requirements and budget guidelines and is responsible for the appointment, promotion, demotion, transfer or dismissal of departmental staff and contractors
- Ensures appropriate cross-training plans of key departmental roles and/or duties is implemented to ensure appropriate legislative coverage during planned/unplanned absences and leaves
- Coordinates departmental activities and makes recommendations, to Council, regarding the overall organizational structure, or duties, responsibilities, evaluations, and remuneration of any employee in the District of Taylor

#### **Financial Compliance**

- Directs the development of budgets and establishment of financial controls and financial plan
- Oversees the preparation and administration of the budget, revenue, and expenditures, making adjustments as necessary within approved budgetary controls
- Oversees the coordination of budget information and preparation of financial budget estimates as initiated by the Finance Department
- Responsible to ensure all expenditures remain within budget parameters, communicating and

- recommending budget adjustments to Council where necessary
- Creates a vision for the community in an Economic Development capacity and acts on any initiatives approved by Council, facilitating responses to site enquiries and negotiations with prospective developers

**Requirements and Qualifications:**

**Education and Experience:**

- Degree/Diploma in Business, Finance, Public Administration or related field
- Minimum of 5 years' experience in local government administration at a senior management level
- Other combinations of education and experience may be considered

**Knowledge, Skills, and Abilities:**

- Able to link long range vision to short term strategy and implement activities to support long term goals
- Demonstrated commitment to confidentiality, professionalism and high ethical standards
- Excellent strategic, organizational, and time management skills
- Well-developed Public Relations skills prioritizing transparency and high value communications
- Superior written and verbal communication skills
- Exceptional transformational leadership skills and the ability to work collaboratively with a diverse group of stakeholders
- Innovative thinking, creative problem solving, superior team and visionary leadership abilities
- Strong interpersonal skills encouraging commitment, partnership and teamwork
- Exceptional negotiation skills with a focus on collective problem solving
- Thorough knowledge of the BC *Local Government Act*, *Community Charter* and provincial statutes
- Experience working in the process of governance in municipalities
- Excellent general computer skills with experience in MS Office products (Word, Excel, Powerpoint)
- Emergency Management skills and training would be considered an asset

**Other Requirements:**

- Valid Driver's Class 5 License
- Clear Criminal Record Check
- Legally entitled to work in Canada

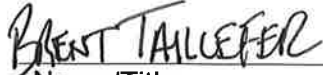



**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- General office conditions - ergonomic and eye strain considerations associated with desk and computer work
- Mental strain - complex, high-level problem solving and strategic planning
- Expectation to attend Council and/or committee meetings and other planned community meetings and events outside of normal business hours

**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

**Approval:**

 BRENT TALLIFER Name/Title MAYOR	 Signature	OCT 7 2024 Date
 Desirae Graziano Name/Title Acting Mayor	 Signature	OCT 7 . 2024 Date