



CHIEF ADMINISTRATIVE OFFICER

Looking for a change? Want to fast-track your career? Live in a place where your income goes further? There is no better place than north-central BC to carve your career path!

Burns Lake is located between Prince George and Smithers in an area known as the Lakes District. The area has over 5,000 km of shoreline, from small lakes to some of BC's largest. Burns Lake is a haven for anglers, boaters and kayakers. One of our star attractions is the 160-acre Kager Lake Recreation site, 10 minutes from downtown, boasting some of the best mountain biking around, and in the winter, fat-bikers, snowshoers and hikers use the well-maintained trail system. For those interested in the arts, we have the Lakes District Arts Council, and a vibrant volunteer network that makes Burns Lake the hub for community celebrations, cultural events, farmers markets, a thriving local music scene and extraordinary art exhibitions. Spring, summer, fall and winter, there is always something to do in our community.

Take a look at our YouTube Channel '*Burns Lake and the Lakes District*' to give you a feel for the place that 8,000 people in the Lakes District call home. You can become a homeowner for less than \$300,000, get to know your neighbours and say goodbye to the daily commute.

The CAO is the administrative head of the municipality and reports to Council. The CAO has two key roles – to advise and inform Council on the operations of the municipality and to implement the Village of Burns Lake's policies and programs.

The CAO is depended upon and trusted by council to provide sound, unbiased, strategic advice and to be the change agent that leads the management team in guiding staff in the right direction as they implement the actions that will achieve our goals within a corporate culture that is inclusive, focused and values based.

Skills you need to succeed:

- A minimum of 5 years' experience in a senior role in local government,
- A Diploma in Public Sector Management or Public Administration or related discipline.
- Excellent communication skills
- Excellent report writing skills
- Sound personal judgement, discretion, and credibility
- Good problem-solving skills
- A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within time deadlines
- A thorough knowledge of all applicable federal and provincial legislation

Village of Burns Lake is offering:

- Municipal Pension Plan
- Excellent benefits package
- Career development through paid professional development offerings
- A salary that reflects your experience ranging from \$112,000 to \$ 140,000.
- A fun and positive work environment

How to apply

A detailed job description is available at: burnslake.ca/news

Email your resume and cover letter addressed to Mayor Weibe and Council:

village@burnslake.ca

Subject line: Chief Administrative Officer

Please include two references, one work-related and one personal.

Closing date 10:00 AM January 28th, 2025

We express our appreciation to all applicants for their interest in this position. We will only contact those candidates selected for an interview.