

## VILLAGE OF CANAL FLATS: CHIEF ADMINISTRATIVE OFFICER

Located at the headwaters of the Columbia River in beautiful southeastern BC, the Village of Canal Flats is a small but ambitious municipality in the scenic Columbia Valley. Surrounded by Crown land and nestled between Columbia Lake and the Kootenay River, Canal Flats offers world-class outdoor recreation and a high quality of life. The Village is home to approximately 800 residents and is located one hour north of Cranbrook and the Canadian Rockies International Airport.

The Village is seeking a dynamic and experienced **Chief Administrative Officer (CAO)** to lead its dedicated staff team and work closely with Council to guide and implement strategic priorities. The CAO will serve as the senior appointed official of the municipality and will also fill the role of Deputy Corporate Officer (with internal support and the ability to delegate responsibilities as budget permits).

### Key Responsibilities:

- Provide strategic leadership, advice, and guidance to Council and staff
- Lead organizational planning and operations, including oversight of budgets and human resources
- Support the implementation of policies and strategic objectives
- Foster strong relationships with residents, stakeholders, and other levels of government
- Identify opportunities for innovation, sustainability, and community development

### Preferred Qualifications:

- Post-secondary degree in Public Administration, Business Administration, or a related field
- Senior Certificate from the Board of Examiners, or willingness to obtain a Local Government Service Delivery Certificate
- 3 to 5 years of progressive leadership experience in local government, or an equivalent combination of education, training, and experience
- Strong financial acumen, including budget development, reporting, and long-term planning
- Proven leadership, communication, and interpersonal skills
- Experience in community engagement, governance, and managing complex projects

### What We Offer:

- A unique opportunity to lead and shape a growing mountain village
- An annual salary of \$110,000 to \$120,000, a comprehensive benefits package, and a 35-hour work week
- A collaborative, supportive work environment in an outstanding natural setting

### How to Apply:

Send your resume and cover letter to Tall Cedars Search & Recruitment. A Supplementary Package can be obtained by request from the Consultant, which includes a complete job description and full details of the compensation and benefits:

Flo Follero-Pugh, Tall Cedars Search & Recruitment

[flo@tallcedars.ca](mailto:flo@tallcedars.ca)

[www.tallcedars.ca](http://www.tallcedars.ca)