



NORTHERN ROCKIES REGIONAL MUNICIPALITY

Job Posting No. 2026.02

Chief Administrative Officer

With recreation at your doorstep, affordable living and big-city amenities—all within a small, friendly town—Fort Nelson offers you the chance to spend less time commuting, save money on housing, and enjoy more time living.

If an annual salary range of \$184,622 to \$230,778, along with a comprehensive benefits package that includes health and dental coverage, 4 weeks of vacation, and a travel grant sounds appealing, We would love to hear from you!

The Northern Rockies Regional Municipality is recruiting a Chief Administrative Officer (CAO). The CAO is the senior executive responsible for guiding the Municipality and Regional Hospital District's strategic direction, operations, and administration. Key responsibilities include advising Mayor and Council and providing informed recommendations; leading and managing the Senior Leadership Team and department directors; overseeing delivery of municipal services in line with Council policy and applicable statutes (Community Charter, Local Government Act, bylaws); managing financial performance, including operating and capital budgets; ensuring legislative and regulatory compliance; and acting as liaison with governments, industry, and the public.

Departments reporting to the CAO include Human Resources, Finance, Corporate Services, Regional Development & Planning, Public Works & Airport, Recreation, Parks & Facilities, and Fire Rescue & Bylaw. The role requires experienced leadership to implement strategies, programs, and services that meet community and regional needs.

The preferred candidate is an experienced senior executive with strategic vision, operational discipline, and a strong commitment to public service. They hold a post-secondary degree in Public Administration, Business Management, or equivalent training and experience (an Intermediate Certificate in Municipal Administration is an asset), and have several years of progressive executive leadership in municipal or similar organizations. They possess expert knowledge of the Community Charter and Local Government Act and proven skills in municipal finance, operating and capital budgeting, asset management, and performance measurement. Their leadership is collaborative and accountable: they mentor senior staff, implement succession plans, foster innovation and excellent customer service, and make sound decisions under pressure. They communicate and negotiate effectively with elected officials, Indigenous communities, provincial and federal partners, industry, and the public. Personal qualities include strong ethics, political astuteness, community focus, resilience, and a commitment to continuous learning.

An opportunity profile and job description is attached to the posting file online at www.NorthernRockies.ca/Careers. While we've outlined key qualifications, we recognize that exceptional candidates come in many forms. We encourage all interested individuals to apply. We thank all applicants for their interest, and will notify all candidates upon receipt of their application. Applications will be accepted until 4:30 p.m. on Friday, February 13, 2026.

Please e-mail your cover letter, resume, and three references to:

Erin La Vale, CPHR

Deputy CAO/Director of Human Resources

NORTHERN ROCKIES REGIONAL MUNICIPALITY

Bag Service 399 | Fort Nelson, BC | V0C 1R0

Email: jobs@northernrockies.ca

In the Northern Rockies, we enjoy a well-rounded lifestyle. Our community is friendly and approachable—It's part of who we are to warmly welcome you and your family. If you are looking for a welcoming place to live with an incredible natural playground right outside your door, the Northern Rockies could be the perfect fit for you.

Find out why Fort Nelson and the Northern Rockies is BC's best kept secret, visit our [Become a Local page](#) on the Northern Rockies website.