

TOWN OF OSOYOOS

CHIEF ADMINISTRATIVE OFFICER

The Town of Osoyoos wants to welcome you as their next Chief Administrative Officer! Located at the southern end of BC's Okanagan Valley, Osoyoos has a growing population of 6000 and is renowned for its stunning desert landscapes, water-based activities, orchards, vineyards, and golf courses. Outdoor recreational opportunities throughout the area include alpine and cross-country skiing and endless walking and recreation vehicle trails that can be enjoyed all year. Be a key part of shaping the progress of this beautiful resort municipality! Visit [Osoyoos.ca](https://www.osoyoos.ca) and [Destination Osoyoos](https://www.destinationosoyoos.ca) to learn more about your new home and workplace.

Reporting directly to the Mayor and Council, the CAO provides strategic and operational advice to Council and oversees the delivery of municipal services while supporting the balance between the governance role of Council and the administrative role of management.

In this position, you will lead the senior management team of departmental Directors and promote a culture of positivity, accountability and service to the community. You are ready to provide leadership on all aspects of organizational performance and services; and to liaise with a variety of community and inter-governmental agencies. As the top candidate, you will bring:

- Post-secondary degree or diploma in public administration, business administration, local government management or related disciplines and a minimum of seven years of progressively responsible experience in local government management. A combination of education, professional development and progressively responsible municipal leadership experience that demonstrates the required competencies may be considered as equivalency.
- Demonstrated understanding of legislation applicable to local government in British Columbia.
- Demonstrated experience leading strategic planning, budgeting, organizational development and complex municipal initiatives.
- Demonstrated success in leading senior management teams.

The role offers an annual wage range of \$169,567 to \$199,490 (2026 rates). 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 by **Fri. Oct. 16, 4:00 pm PDT** to Tall Cedars Search & Recruitment:

Flo Pugh, Tall Cedars Search & Recruitment
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www.tallcedars.ca