



Chief Administrative Officer

Surrounded by dry grasslands, working ranches and farms, and dramatic desert scenery, Cache Creek (approx. pop. 1000) is the crossroads to Cariboo Country and the Southern Interior of British Columbia. Our location allows for a quality lifestyle in a friendly rural community, with access to many amenities located in Kamloops - 45 minutes to the east, and the Lower Mainland – 3 hours to the south-west.

Potential candidates will have five years' experience in a senior municipal or equivalent administrative position working directly with elected officials, appointed or volunteer boards. A related degree or training would be considered an asset. Experience in emergency management would also be considered an asset. The successful applicant will manage the day-to-day affairs of the municipality, working with the Mayor and Council on all local government initiatives. The CAO is also the Corporate Officer and the Approving Officer.

You would be the leader of a solution-driven management team. You would maintain effective working relationships with Mayor and Council, staff, citizens, businesses, regional and neighbouring local governments, First Nations, and other agencies and organizations.

Qualifications:

- Positive, solution-driven visionary fluent in management within a municipality, working with both office and Public Works staff.
- The ability to lead a cooperative and participative workplace environment with a cohesive team that promotes and sustains a productive workplace and superior customer service.
- Good working knowledge of government and legislative management policies and standards.

If you are ready to take on this challenging and rewarding leadership role, forward your resume and cover letter with a minimum of three (3) related references to:

Cristina Martini, Chief Financial Officer
Village of Cache Creek
Box 7, Cache Creek, BC V0K 1H0
Email: admin@cachecreek.info

As the remuneration for this position is under review, please include your salary expectations.

We express our appreciation to all applicants for their interest in this position; however, only candidates selected for an interview will be contacted.

A complete job description can be obtained from the Village of Cache Creek Website at www.cachecreekvillage.com.

Submission Deadline: April 30, 2021 at 4:30 pm