

**THE VILLAGE OF CACHE CREEK  
CHIEF ADMINISTRATIVE OFFICER  
JOB DESCRIPTION SUMMARY**

As the Chief Administrative Officer (CAO) in a small community you are responsible for wearing many hats. While this can seem daunting the Village is fortunate to have a strong management team, Chief Financial Officer and Deputy Corporate Officer, and an exceptional staff both inside and outside.

As the Chief Administrative Officer you shall:

- Be the team leader and lead by example
- Be responsible for the statutory duties of the Chief Administrative Officer as outlined in Section 147 of the *Community Charter*
- Be responsible for the statutory duties of the Corporate Officer as outlined in Section 148 of the *Community Charter*
- Provide guidance and advice to council
- Have all Management and Senior Staff report directly to you
- Act as the Approving Officer
- Act as Emergency Operations Centre Director in time of emergencies
- Work closely with staff and engineers on capital projects
- Work closely with staff on long term planning and asset management plans
- Maintain and develop relationships within the community and with our neighbours
- Ensure community education and informational sessions are held
- Attend conferences as required by Council
- Arrange meetings with various Provincial Ministers
- Arrange meetings with community stakeholders
- Emergency on call after hours
- Other items as they arise

About the community:

- Centrally located – approximately 1 hour to Kamloops, 2.5 hours to Kelowna and 3 hours to the Lower Mainland
- Have 4 seasons – mild winters with little snow, warm springs, hot summers and beautiful autumns
- Volunteer Fire Department
- Ashcroft (11 km away) has a Family Medical Practice, Dentist, Pharmacy, Hospital with lab and imaging, BC Ambulance and RCMP Detachment
- Elementary School with a K – 12 community school in Ashcroft
- Have many extracurricular opportunities – karate, softball, exercise classes, fitness centre, geo-caching, park with outdoor exercise equipment
- Have access to locally grown fruit, vegetables, eggs, livestock etc.
- Affordable housing prices
- Local transit system that services the region
- Great outdoor recreation areas in surrounding region for summer and winter activities such as hiking, mountain biking, dirt biking, snowmobiling etc.