



JOB OPPORTUNITY

Chief Administrative Officer (CAO)

Full-Time Exempt Position

Located in the beautiful upper Fraser Valley, the Resort Municipality of Harrison Hot Springs is a friendly community with beautiful beaches, a vibrant cultural scene, and a balanced urban-rural lifestyle. Nestled against the picturesque Coast Mountains and beautiful Harrison Lake, Harrison is only 90 minutes away from Vancouver, an hour from the Abbotsford Airport and within an easy drive of local ski areas. Harrison is a small community with a population varying from approximately 1500 year-round residents to summer populations numbering in the thousands. Due to a retirement, the Village is seeking an enthusiastic and versatile individual to join the management team as our new Chief Administrative Officer.

The CAO will report to and work collaboratively with Council in developing policies, programs and strategies that address the unique needs of the community. The successful candidate should be a highly credible, authentic leader and mentor with a proven track record. A deep understanding of the principles of good governance, as well as having the ability to build consensus and collaborate effectively with elected officials, community stakeholders and residents are all assets. As well, the CAO should be effective in building respectful and trusting relationships with the neighboring Sts'ailes First Nation and understand the importance of first nations relationships.

The key responsibilities of this position include:

- Providing effective and efficient administration of the Village's affairs, services, and operations
- Assisting Council in achieving their strategic vision and priorities
- Mentoring and leading a team of departmental managers
- Representing the Village in other governmental agencies, outside associations, and the general public

The ideal candidate will possess the following:

- Post secondary education in local government, business, or other related field
- A minimum of 5 years progressive management experience in a local government setting
- Strong communication skills with the proven ability to deal effectively with elected officials, all levels of the organization and the general public
- The ability to "think outside the box" to bring innovation and creativity into the organization
- A good understanding of the financial, human resources, planning, and operational aspects of a municipality, including the budget process and monitoring of budgets
- Working knowledge in developing and writing/updating bylaws with Council
- Familiarity with the development and administration of local government processes, bylaws and policies

- Excellent digital, written and verbal communications skills
- Strong organizational skills with the ability to manage multiple priorities simultaneously
- Ability to research, analyze and report on information, findings and conclusions
- Strong problem-solving skills to manage and resolve complex situations
- Ability to work outside the standard hours of work to attend Council and Committee meetings
- Ability to pass and maintain a clear Police Information Check
- Comprehensive Corporate Officer experience would be a strong asset

The Village offers a competitive compensation package including health benefits, pension contributions and lieu time, a commitment to ongoing professional development, a supportive and inclusive work environment and the opportunity to make a positive impact in a vibrant community. Qualified candidates are invited to submit an application in confidence by **Friday, May 26, 2023 4:00pm Pacific Standard Time** to:

Village of Harrison Hot Springs
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Or via e-mail at: sschultz@harrisonhotsprings.ca

