



District of Lillooet

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Lillooet sits on the banks of the Fraser River in a beautiful valley rich with agriculture, and surrounded by forested mountains. Adjoining valleys host rivers, creeks and lakes creating a paradise for outdoor enthusiasts.

Those who choose to live and work here enjoy a wide variety of outdoor activities which include superb fishing, hiking, biking, hunting, boating, golfing, snowmobiling, cross-country skiing and much more. If you seek mountains of opportunity, where you can build your career and be proud to be part of the community you live, work and play in, Lillooet awaits!

Chief Administrative Officer

Lillooet Council is seeking a Chief Administrative Officer (CAO) to be Council's key strategic adviser and the leader of the staff management team. Our new CAO will find an enthusiastic Mayor and Council that looks forward to teaming with a professional who can assist Council in achieving its goals. Council seeks our ideal candidate who has:

- A proven history of positively influencing a wide range of superiors, employees and stakeholders
- Exceptional relationship building skills ground in the ability to quickly establish credibility, trust and presence
- Strong strategic thinking skills with an ability to operationalize abstract or vague direction into action
- An ability to quickly assess and confirm complex situations through effective listening, consultation, data analysis and analytical skills
- Experience balancing Council demands and directives with existing priorities and available resources
- A passion for growing, developing and empowering staff
- A drive to continually improve the customer experiences and successfully engage community members
- An ability to deliver compelling presentations and write impactful reports
- A good sense of humour and playful attitude

Required Training and Experience

Post-secondary education with major courses in Public Administration or an appropriate discipline. Extensive experience in management, preferably in Local Government.

If you are ready for that next step in your career, if the best part of your job is working with positive people to achieve significant results, if you enjoy life in a small town with regional facilities (hospital, high school, recreation centre) and if the outdoors is your natural playground, then this opportunity is for you.

To be considered for this excellent opportunity, please send a cover letter and resume **by 4:30 p.m. on Tuesday, October 15, 2019** to Interim CAO, Tom Day tday@lillooetbc.ca