



THE CORPORATION OF THE VILLAGE OF ALERT BAY

15 Maple Road- Bag Service 2800, Alert Bay, British Columbia V0N 1A0

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Chief Administrative Officer

The Village of Alert Bay, located on Cormorant Island in Upper Johnstone Strait, is the gateway to the Broughton Archipelago. As the oldest municipality in the Northern Vancouver Island region, the Village boasts a rich cultural heritage, both Pioneer and First Nation. The Village of Alert Bay works closely with the 'Namgis First Nation, through the 'Historic Alert Bay Accord' in the governance of and delivery of services to Cormorant Island. The 1,200 residents of Alert Bay and Cormorant Island enjoy services including a hospital, dental and medical clinics, boat harbour, paved airport, extensive trail network, and BC Ferries service.

Alert Bay is called 'the friendliest community'. Visitors often speak of how much they enjoyed visiting with the locals. The Island offers a calm climate that allows individuals to enjoy the ocean, outdoors, historic beauty, birding, boating and kayaking.

With some exciting projects underway including the addition of a joint economic development officer to implement the 'Tides of Change' strategy and the announcement of much needed wastewater infrastructure improvements we need a strong leader to ensure the sustainability of the Island.

Council is seeking a candidate to work closely with and report directly to mayor and council.

- Several years of local government experience in a senior administrative role.
- Strong credentials in local government finance is essential.
- Fluency with the Community Charter and Local Government Acts of BC.
- A proven ability working proactively with councils, other governments, First Nations, the public and business sectors.
- The proven ability to work successfully in and foster a team environment.
- Ability to multi task in a fast paced and ever changing work environment.
- Muniware knowledge is an asset.
- Strong computer skills.

The preferred candidate will possess a relevant University degree and/or certificates or diplomas relating to Local Government Administration together with a minimum of five (5) years' experience in a management and supervisory role in a municipal setting.

The Village of Alert Bay has an excellent benefit package and the salary will be commensurate with the applicant's qualifications and prior experience. For more information on the community and the position, please visit www.alertbay.ca.

If you are ready to take on this challenging and rewarding role, forward your resume with a minimum of three (3) related references, cover letter and salary expectations by **4:00 pm on Friday August 21, 2015.**

To: Mayor and Council

Email: cao@alertbay.ca

Fax: 250-974-5470

Mail: Bag Service 2800, Alert Bay, BC V0N 1A0

Please direct all inquiries to Heather Nelson-Smith, CAO 250-974-5213 or email cao@alertbay.ca

The Village of Alert Bay thanks all applicants for their interest in applying for this position; however, only those selected for an interview will be contacted.