



## CHIEF ADMINISTRATIVE OFFICER – District of Barriere

The District of Barriere ([www.barriere.ca](http://www.barriere.ca)), is in search of a new Chief Administrative Officer due to a relocation of the current CAO. Barriere is a small rural municipality of 1800 on the edge of the wilderness beauty of BC's North Thompson Valley approximately halfway between Vancouver and Edmonton. Located 64 kilometres north of the City of Kamloops and a similar distance from world famous Sun Peaks Resort, the area is abundant with outdoor activities in all seasons while having the added advantage of the amenities a city has to offer an easy 45 minutes away.

The CAO is responsible and accountable to Council for the management of all municipal operations and will ensure the implementation of Council's policies and directives. The position will provide advice and policy guidance to Council, be responsible for budget coordination and forecasting, and undertake special projects as directed by Council. The CAO may also hold the statutory position of Deputy Corporate Officer dependent on qualifications and may act as Chief/Deputy Chief Election Officer during municipal elections.

As the ideal candidate, you have a successful track record of leadership experience, ideally within a public sector/municipal environment, a post-secondary degree and ten plus years of experience managing a broad range of financial, operational, administrative and human resources functions. Experience in municipal planning and development is considered an asset. A natural collaborator with strong interpersonal and communication skills, you have a well-earned reputation for building consensus and effective working relationships with a diverse group of stakeholders. You are experienced in navigating the various channels of government and can objectively evaluate and assess policies and legislation which can impact upon the District of Barriere. You will bring a wealth of relevant knowledge and experience to this role and lead by example in working towards a common vision of providing optimal service for residents of the District of Barriere.

The starting salary will be commensurate with experience and qualifications in the range of \$120,000 to \$130,000 accompanied by a comprehensive benefits package. Interested individuals are encouraged to submit a cover letter, resume and references, in confidence, **by email only to [tbuchanan@barriere.ca](mailto:tbuchanan@barriere.ca)**, no later than **2:00 p.m., December 22, 2023**. We thank all applicants, however, only those being considered for an interview will be contacted. Any questions regarding this application should be directed to Tasha Buchanan, Corporate Officer at (250) 672-9751 or [tbuchanan@barriere.ca](mailto:tbuchanan@barriere.ca).