



Chief Administrative Officer

Nestled in the heart of the Okanagan Valley, Summerland has a population of approximately 11,600 residents. Escaping into our warm and friendly community allows you to reside where others come to vacation! Our easy access to beautiful beaches, scenic biking and hiking trails, mountains and vineyards, events that showcase art and culture along with our warm community spirit, help make Summerland a desirable place to work and play.

As Mayor and Council's sole employee, the Chief Administrative Officer will have the opportunity to lead a skilled and dedicated management team and an amazing and committed employee group of approximately 100 staff. This key leadership role will focus the organization on the achievement of Council's Strategic Priorities and ensure alignment with the District's short and long-term corporate strategy.

As an inspirational team-player, you will build strong, respectful and long-lasting working relationships with internal and external stakeholders and foster those healthy relationships to achieve performance excellence and advance the District's objectives. While creating a positive organizational culture, the CAO will champion the delivery of a high level of public service to our community.

The ideal candidate will have a proven track record and leadership experience in a local government environment along with a keen interest in becoming involved in our unique community. Further qualifications include:

- University degree in public or business administration, or a related discipline;
- Extensive experience at a senior management level, preferably including:
 - Experience in local government;
 - Experience in management of staff, preferably in a unionized environment;
 - Experience in the public consultation process.
- Thorough knowledge and understanding of the Community Charter, Local Government Act and other relevant legislation, strategic planning, and financial responsibilities;
- Demonstrated skills in leadership that result in empowering staff to achieve their highest potential, and subsequently provides a high level of customer service to our community;
- Superior organization and communication skills - specifically in preparation of written reports and making oral presentations.

This position provides a competitive salary, a comprehensive benefits package and pension. To be considered for this exciting opportunity, in confidence, please submit your cover letter and resume (in PDF format) directly to mmanders@summerland.ca quoting Competition number 20-23 by noon on Sunday, October 4, 2020.

We thank all applicants for their interest, however only those under consideration will be contacted.