



Seeking Chief Administrative Officer

The Town of Watson Lake, a vibrant, multi-cultural community of 1,500 situated at the Gateway to the Yukon on the world famous Alaska Highway, is seeking to appoint a chief administrative officer pursuant to the Chief Administrative Officer Bylaw, who is service-oriented and possesses management and communication skills with a strong sense of community.

Reporting directly to the council with professional advice and support in the development and implementation of public policies and strategies, the chief administrative officer is responsible for general management and delivery of effective and efficient public services.

In making an appointment, the council shall be guided by position description and may select the person whose qualifications and training accord most closely therewith and may give preference to those individuals whose training and or experience is in the fields of public and, or municipal, administration, although candidates demonstrating equivalent education and, or, experience will be given consideration.

The ideal candidate will be a person of integrity possessing excellent leadership, communication and interpersonal skills, having knowledge of accounting and budgeting procedures and practices supplemented by a strong background in municipal or related administration, augmented by a positive track record working within the public sector and experience working with stakeholders supported by relevant post-secondary education or a combination of training and experience in strategic planning, team-building, unionized labour relations, planning and implementation in a municipal setting.

Candidates having successful management experience in the municipal, federal, provincial, territorial and first nations public sectors organization, preferably as chief administrative officer, acting chief administrative officer, town clerk or senior manager, are encouraged to apply.

The candidate should enjoy the challenge of utilizing all available resources to achieve the goals and objectives of the community and Council. Experience living in a small rural community and familiarity with the socioeconomic challenges facing communities in northern Canada.

Strong and competent support staff, along with competitive remuneration and benefits, commensurate with education and experience, are available to the successful candidate.

The council looks forward to receiving your expression of interest and current résumé by 4:00 p.m. January 6, 2017. The position description, Chief Administrative Officer job description and benefit package will be forwarded upon request. We appreciate the interest of all those responding; however, only those considered for an interview will be contacted.

For further information please do not hesitate to call us.

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