

Career Opportunity



Enhance your lifestyle and your career. . . Join us now as:

Chief Administrative Officer Competition No: 07-02/12

At the City of Kamloops we're focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Working with the Mayor and Council, you will play a pivotal role in building the community's future and ensuring its sound economic footing. You will lead an extraordinarily committed and motivated team geared to maintaining current community initiatives and encouraging future development and growth.

You bring to this exciting mandate a solid educational and professional foundation, namely at least 10 years extensive related experience at a senior level in a local or regional government setting, a thorough knowledge of municipal operations including but not limited to engineering, finance and planning and sustainability. You will also hold a degree in business or public administration, with a Master's degree preferred.

The City offers a competitive salary and a comprehensive benefits package for this senior management position.

If you are ready to take on this challenging and rewarding leadership role, forward your resume and a brief cover letter by 4:30 pm, February 20, 2012, quoting Competition No. 07-02/12 to:

Human Resources Department
City of Kamloops
105 Seymour Street
Kamloops BC V2C 2C6
Fax: (250) 828-3635
Email: HR@Kamloops.ca (MS Word or PDF format only)

For detailed information on this position and for more information on our community, please refer to our website at: www.Kamloops.ca/jobs

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



Kamloops boasts excellent sporting and recreational facilities, with four distinct seasons offering the perfect pursuit for active lifestyles and outdoor enthusiasts, be it on water, land or snow - with plenty of sunshine throughout the year. Enjoy professional theatre and symphony productions as well as art shows and cultural events at a variety of venues. And we're only a three hour drive from the Vancouver area!



105 Seymour Street | Kamloops BC V2C 2C6 | P. 250-828-3439 | F. 250-828-3635 | www.kamloops.ca

CITY OF KAMLOOPS

Job Description

Position: Chief Administrative Officer
Department: Administration Date: January 2012

Reporting to the City Council, the Chief Administrative Officer is accountable for the management of the City and for ensuring that the policies, regulations and objectives of the City Council are effectively carried out. He/she shall appoint and/or dismiss employees of the City. He/she shall recommend remuneration for all employees except him/herself. He/she shall establish and maintain effective relationships with other levels of government, neighbourhood groups, business and community user groups, and the general public so that the policies and objectives of the City Council may be properly reflected.

NATURE AND SCOPE

This position reports to the City Council and is responsible for the overall management of the City including all City operations, facilities, human resources and finances.

The following positions report directly to the Chief Administrative Officer:

Director of Corporate and Community Affairs/Corporate Administrator:

Accountable for the planning, administration and management of the Fire Department, City staff at the Kamloops City RCMP Detachment, Legislative Services, and By-law Services Divisions of the Department and acts as a liaison to the RCMP detachment on policy and budget matters. The incumbent acts for the Chief Administrative Officer in his/her absence and acts in the statutory position of Corporate Administrator.

Director of Public Works and Sustainability:

Accountable for the planning, administration, and management of the Public Works and Sustainability Department. Services on an inter-departmental basis are also provided.

Director of Finance and IT/Financial Administrator:

Accountable, as a statutory officer under the Local Government Act (sec. 199 – Financial Administrator), for the effective total management of the financial resources of the City, and for the provision of computer services to all City departments, and for the short and long-range planning, leadership, staffing and total administration of the Finance and Information Technology Department.

Director of Development and Engineering Services:

Accountable for the planning, coordination, administration and management of the Development and Engineering Services Department including building inspection services, long- and short-range urban planning and real estate. Services on an inter-departmental basis are also provided

Director of Parks, Recreation and Cultural Services:

Accountable for the planning, administration and management of the Parks, Recreation and Cultural Services Department, including the development and operation of a comprehensive recreation program, leisure and cultural activities, social planning and facilities operation; a desirable, well maintained and accessible range of park areas with appropriate security and services for all public lands and sport facilities, and providing appropriate and effective cemetery operations

Human Resources Manager:

Accountable for the planning, administration and management of Human Resource programs and services. This includes creating a strategic human resource plan to provide positive labour and employee relations, benefit and pension administration, staffing assistance, a responsive occupational health and safety program and effective employee development.

Business and Client Services Manager:

Accountable for the management of both internal and external strategic communications programs, public relations, media relations, public information focus groups, graphics and web site design.

Executive Assistant:

Accountable for managing the day-to-day operations of the Administrative offices and for communicating and providing liaison with all levels of staff and the general public. The incumbent assists with the implementation of Council and management policies and provides administrative support to Senior Management.

SPECIFIC ACCOUNTABILITIES

The Chief Administrative Officer is responsible for overseeing the overall policies, planning, administration and management of the City. As such, he/she is required to direct, administer and supervise the affairs of the municipality and its officers and employees under the direction of Council and in conformity with relevant statutes, by-laws and resolutions.

Has responsibility for a 2012 budget of \$195 million and a total City staff of approximately 700, to ensure the most effective development and utilization of resources in order to provide high quality, progressive and efficient City services.

Direct and coordinate the preparation of the provisional and annual Operating and Capital budgets for submission to Council.

Direct and coordinate the preparation of short-/long-range capital and operational plans to meet service requirements within the boundaries of the City of Kamloops in periods of growth and/or change.

Maintain effective relationships with all levels of governments, various boards and commissions, neighbourhood groups, and business and community user groups in order to ensure that the interests of the municipality are appropriately represented.

Directs and oversees the awarding of contracts, monitoring contract to Administration to ensure adherence to terms and conditions of all agreements entered into by the municipality.

Directs and oversees the appointment, promotion, demotion, suspension and dismissal of all employees of the municipality in accordance with legislative requirements and responsible management practices, while ensuring the development and implementation of appropriate policies relevant to these matters.

Attend meetings of Council and committees of Council making observations, suggestions and recommendations as appropriate. Provides responses to specific issues raised by Council relevant to all matters concerning the City and its operations.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

- A degree in Business Administration or Public Administration.
- Strong operational understanding of municipal operations including but not limited to: Engineering, Finance, Planning and Sustainability.
- At least ten years' of extensive related experience at a senior level in a local or regional government setting.
- Excellent communication skills, both written and verbal.

PREFERRED QUALIFICATIONS

- A Masters degree in Business Administration, Public Administration, Engineering, Finance or Planning.