



## Village of Port Alice

### EMPLOYMENT OPPORTUNITY: Chief Administrative Officer

The Village of Port Alice is seeking an experienced individual to fill the position of Chief Administrative Officer (CAO).

Responsible to the Mayor and Council for the effective day to day management of the Village, the CAO position also incorporates the statutory duties of both the Corporate Officer and Approving Officer.

Port Alice is a picturesque community located on northern Vancouver Island. Situated on the shoreline of the Neroutsos Inlet of the Pacific Ocean and surrounded by lush forests, mountains and numerous lakes, Port Alice is known as “the Gateway to the Wild West Coast” and offers an abundance of outdoor recreational activities. Port Alice was incorporated on June 11, 1965 and is British Columbia’s first instant municipality. The local economy is largely dependent on the forest industry and is currently in a state of economic transition.

The ideal candidate will have a degree, diploma or certificate in public administration or a related discipline, and at least five years experience in local government administration in a senior management capacity. A working knowledge of the Community Charter and the Local Government Act is required. Practical knowledge of land use planning, public works, infrastructure project management, and economic development fields as they apply to municipalities would be an asset.

To apply for the CAO position, please submit your cover letter stating salary expectations and a resume before **4:00 pm on April 30, 2018** to:

Bonnie Danyk, Finance Officer  
PO Box 130  
1061 Marine Drive  
Port Alice, BC V0N 2N0

Phone 250 284-3391  
Fax 250 284-3416  
Email: [treasurer@portalice.ca](mailto:treasurer@portalice.ca)

Applications may be submitted in person, by mail, fax or email. It is the responsibility of the applicant to ensure that the application is received on time.

Notice posting date: April 5, 2018