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OPPORTUNITY PROFILE CHIEF ADMINISTRATIVE OFFICER



the right people

## VILLAGE OF PEMBERTON | CHIEF ADMINISTRATIVE OFFICER

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## THE COMMUNITY      VILLAGE OF PEMBERTON

Home to family farms, outdoor adventures and stunning vistas, the Village of Pemberton (VOP) is home to over 3000 residents. Situated 25 minutes north of Whistler within the Coastal Mountains, Pemberton's mild winters, warm summers and authentic adventure culture provide an ideal place to enjoy arts, history, recreation and comfortable lodging.

The Village of Pemberton works in cooperation with neighboring communities, local businesses and tourism partners such as Tourism Pemberton and the Pemberton & District Chamber of Commerce to foster a healthy and vibrant community, and to share the distinctive offerings with returning and future guests.

Situated in a lush valley surrounded by stunning mountain vistas, Pemberton is one of the most desirable communities in BC, offering big outdoor adventure with a small-town atmosphere. Located in the traditional territory of the Lil'wat Nation, Pemberton has a strong agricultural heritage, offers mild winters and warm summers. In addition to world-class skiing, biking, hiking and camping, residents enjoy arts, culture and unique local shops and eateries.

To learn more, please visit the Village of Pemberton [website](#).

## THE OPPORTUNITY      CHIEF ADMINISTRATIVE OFFICER

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Council, the CAO will implement operational plans and ensure the coordination of services that align to and support strategic priorities. The CAO will recommend policies, plans, and programs that benefit residents by being transparent, innovative, accountable and fiscally sound. The position is responsible for the overall operation of the Village in accordance with the objectives, plans, programs and policies approved by Council and in accordance with the various Provincial or Federal statutes and municipal bylaws. The CAO will also hold the positions of Statutory Approving Officer and Airport Manager, among other roles. The principles of transparency, accountability, and honesty are to be embraced and encouraged when interacting with Council, Staff, and members of the community. These are exciting times for the Village of Pemberton as there are a number of ongoing initiatives that will position the Village for the future including an Official Community Plan review, asset management program development, affordable housing initiatives and municipal facility upgrades, just to name a few.







## Essential Responsibilities

### Advice & Support to Mayor & Council

- Provide advice and support to Council by recommending policies, programs and services designed to meet the needs of the Village,
- Ensure that the Village's objectives are achieved through the most effective and realistic strategies,
- Provides advice to Council by recommending solutions to community issues and strategies for developing positive relationships with the community, First Nations, Regional District, neighbouring communities and other levels of government,
- Prepare, or cause to be prepared, and advise Council respecting the awarding of all contracts,
- Ensure the adherence to terms and conditions of all contracts or agreements entered into by the Village,
- Endorse Council and Committee meetings,
- Chair Council/Staff meetings, and
- Direct the implementation and monitor progress of policies and programs approved by Council.

### Strategic Planning, Policy and Program Development

- Coordinate the development of strategic plans that guide the actions of the Village,
- Coordinate the development of multi-year plans as well as the annual work programs that form the basis of the annual budgets,
- Provide advice to Council and staff on the development and maintenance of policies that are consistent with the Village's strategic plans.



### Organization and day to day management of the Corporation

- Develop and maintain an effective organizational structure that reflects the operational needs of the Village,
- Coordinate all departmental activities and recommend to Council any necessary changes in the duties or authority of departments,
- Ensure effective functioning of all operations and that Council policy is implemented, objectives are achieved and programs operate within approved funding limits,
- Recommend to Mayor and Council new and revised policies and programs which are consistent with Council policy, meeting the needs of the public serviced by the Village and effectively and efficiently fulfill Council's mandate.

### Resource Management

- Ensures the acquisition and effective management of the fiscal, human and physical resources required by the Village to fulfill its mandate.

### Human Resources Management and Leadership

- Ensure strategies are in place to contribute to a positive labour relations environment which includes recruitment and opportunities for development of staff,
- Motivate, guide and direct staff to contribute fully to the Village's strategic and operational objectives.



## THE PERSON

The ideal CAO will possess strong interpersonal and communication skills, including the ability to build trusted relationships with internal and external stakeholders. The position requires a strong decision-maker with high integrity and authentic leadership skills, providing guidance and support to the staff and community. As the successful candidate, the CAO will have a solid understanding of municipal operations, including: legislation, finance, infrastructure, land use planning, and economic development. In addition to understanding municipal operations, candidates must have knowledge of business, administration, and management principles involved in strategic planning, policy development and implementation, resource allocation, and leadership.



## Qualifications, Skills, and Abilities

The ideal candidate will possess the following qualifications and experience:

- A university degree in an appropriate discipline;
- Several years of progressive experience at a senior manager level, preferably in the public sector;
- Sound knowledge of the Community Charter and Local Government Act.
- Strong leadership and strategic planning skills, as well as demonstrated business and political acumen;
- Influencing and motivational skills; extensive experience mediating and resolving conflicts and negotiating complex matters; commitment to lifelong learning and knowledge development;
- Strong written and oral communication skills.



## Competencies and Personal Characteristics

**Leadership** - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

**Accountable** – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

**Strategic** – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one’s job responsibilities and overall organizational goals and needs, and performs one’s job with the broader goals in mind.

**Integrity and Honesty** – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

**Influential and Collaborative** – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

**Creativity and Innovation** – Develops new insights into situations; questions conventional approaches; encourages new ideas ; designs and implements new or cutting edge programs/ processes

**Effective Working Relationships** – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

**Communication** – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

**People Development** – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

**Stakeholder Focused** – Anticipates and attends to the needs internal and external stakeholders of the organization; keeps the citizens interests in the forefront.





## COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## FOR INFORMATION PLEASE CONTACT:

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