



VILLAGE OF BELCARRA

"Between Forest and Sea"

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Chief Administrative Officer

The Village of Belcarra is seeking applications for the position of Chief Administrative Officer to provide leadership to a small, dedicated municipal services team serving the needs of Belcarra Council and its engaged citizens.

THE PLACE

The Village of Belcarra (Belcarra) is located on the eastern shore of Indian Arm at the mouth of the Burrard Inlet within the traditional unceded territory of the Tsleil-Waututh Nation. Belcarra is a unique community, peaceful, surrounded by nature, within Metro Vancouver, a short 10 minute drive to Port Moody and a 45 minute drive from downtown Vancouver. The Village has 700 residents and is surrounded by təmtəmixʷtən/Belcarra Regional Park and Say Nuth Khaw Yum Provincial Park (Indian Arm Park). It is a jewel of Metro Vancouver offering a unique spectacular natural setting in a larger urban context. The Village is entirely residential with its municipal office, community hall and public works yard as the centre piece of municipal government and gathering place for Village residents. Surrounding təmtəmixʷtən/Belcarra Regional Park provides ready access to popular walking, hiking and biking trails, and water activities at both a sea water beach and a freshwater lake.

THE POSITION

The Village of Belcarra is seeking a Chief Administrative Officer to provide leadership to a small but dedicated staff, and to handle the overall management of the daily operations. The CAO is assisted by an established group of consultants that provide professional support in finance, engineering, planning, information technology and legal services.

The CAO works closely with Council to ensure that the overall goals and strategic direction of the municipality are achieved. The CAO is a critical connection between Belcarra Council, municipal operations, and its citizens. The success of our Village will be directly connected to the skill and leadership of our next CAO. The CAO position will be of interest to a candidate who has solid experience in Local Government, and enjoys working in a smaller environment where you see the direct results of your efforts.

Belcarra is looking for someone that brings a friendly, empathetic disposition to the job. The preferred candidate will have a good balance of technical and interpersonal skills, combined with the capacity to be a "quick study" on local issues and provincial legislation. The CAO will bring experience, knowledge, and an ability to manage people and projects.

The desire of the current Council is to ensure that the Village remains sustainable while providing open, responsive government that involves its citizens.

SKILLS AND EXPERIENCE

Under the direction of Mayor and Council, the CAO is responsible for, but not limited to, the following duties:

- Providing knowledgeable and strategic advice to Council so they are able to make informed decisions;
- Providing advice for Council that examines and identifies short-term, mid-term and long-term issues enabling Council to problem solve and produce pragmatic solutions;
- Providing direction and effective leadership for all municipal operations and employees;
- Developing and implementing policies and programs as directed by Council;
- Assisting Council in the implementation of the goals and objectives of the Village's Official Community Plan;
- Holding the statutory position of 'Approving Officer', and providing overall leadership for the planning and administration of the Village.

The ideal candidate will have:

- At least three years' experience in a smaller Canadian municipality as a CAO, Corporate Officer, senior manager, or equivalent;
- An understanding of the Community Charter, Local Government Act, and the role of local government;
- Sound knowledge of municipal finance, infrastructure and community development;
- Experience with FOIPPA;
- Exceptional interpersonal skills and the ability to effectively communicate and engage with key stakeholder groups including Council, staff, residents and surrounding municipalities;
- Experience liaising and negotiating with stakeholders including local MPs, MLAs, provincial and federal ministries and utilities;

This is a senior managerial position with a salary range in the order of \$120,000 depending on experience and qualifications, plus a competitive benefits package. If your qualifications, prior experience and skills make you a good fit for this role, please send your CV, salary history, and a cover letter by **August 15th** to: dback@belcarra.ca

We appreciate all responses, but only those selected for follow-up will be contacted.