



VILLAGE OF GOLD RIVER

Deputy Corporate Administrator
(Deputy Municipal Clerk)

The Village of Gold River is seeking the services of a Deputy Corporate Administrator upon the retirement of the incumbent. This is an exciting opportunity to fill a key role in supporting all departments with the municipal function of the Village. This is a complex administrative position of a confidential nature performed for the Chief Administrative Officer, Mayor and Council, and senior management staff. The primary purpose of this position is to assist the Chief Administrative Officer in fulfilling the statutory responsibilities of the corporate officer (as described by Section 148 of the *Community Charter*). The Deputy Corporate Administrator is responsible for the Human Resources function and deeply involved in the OCP, Zoning and administrative responsibilities for Bylaw Enforcement.

The preferred candidate will be a highly motivated individual having demonstrated:

- ◆ Strong communication and interpersonal skills;
- ◆ Knowledge and understanding of the municipal corporate officer role;
- ◆ Strong knowledge of municipal legislation and Council procedure requirements;
- ◆ Supervisory experience combined with a team approach to department support.

Preference will be granted to candidates having two (2) years of public administration or related field experience, combined with a degree in public administration or related field; knowledge of the BC *Community Charter*, *Local Government Act*, local government bylaws and procedures related to municipal administration is also a priority.

The Village of Gold River, located on the west coast of Vancouver Island is a community of 1250 people. The Village provides many recreation amenities with an indoor pool, arena, curling rink and nine-hole golf course. There is also extensive hiking, camping, fishing, hunting and much more in the immediate vicinity. The Village is at the western extreme of Strathcona Provincial Park, one-hour drive from Campbell River.

Further information, including a complete job description, can be obtained online at www.villageofgoldriver.com or by contacting the Village Office at 250-283-2202.

Qualified applicants are encouraged to apply before January 22, 2018, providing a detailed resume including references to:

Larry Plourde, CAO
(grlplourde@cablerocket.com)
Village of Gold River
PO Box 610
Gold River BC
V0P 1G0

The Village of Gold River wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those applicants short listed will be contacted for an interview.