



VILLAGE OF CLINTON
EMPLOYMENT OPPORTUNITY
**CHIEF ADMINISTRATIVE
OFFICER**

The Village of Clinton (Clinton) is a progressive and growing community in South Central British Columbia and is located 122 km from Kamloops, 281 km from Kelowna and 384 km from Vancouver. The community is situated north of the TransCanada Highway on Highway 97. Clinton's relaxing lifestyle and low cost of living is well suited for anyone looking for a rural lifestyle. Clinton has a population of 641, an estimated 2020 budget of \$2.0 million and is part of the Thompson-Nicola Regional District (TNRD). Clinton is recruiting for the position of Chief Administrative Officer (CAO).

Under the direction of Council, the CAO is responsible for the overall management of the operations of the municipality and ensuring that the policies, programs and other directions of Council are implemented. The CAO is also responsible for advising and informing Council on the operation and affairs of the municipality. The position may assume the roles of Corporate Officer and Approving Officer positions.

The ideal candidate will possess:

- A post secondary degree in public administration, business, engineering or other related discipline and/or a diploma in local government administration.
- Functional understanding of the *BC Community Charter* and *BC Local Government Act*.
- Minimum 5 years experience in a municipal government environment at the Chief Administrative Officer or Senior Management position.
- Candidates with less experience or training may be considered for a development position.

The position offers a competitive salary based on a thirty-five-hour week with a full range of benefits. Salary will depend on the experience and qualifications of the successful candidate.

For a complete recruitment profile please contact *2Mi Employment Services* quoting **Job ID 20011 – Chief Administrative Officer – Village of Clinton** in your subject line at jobs@2migroup.consulting

We sincerely thank all interested applicants however, only those applicants selected for an interview will be contacted. Applications (Cover letter + Resume) will be accepted at: jobs@2migroup.consulting Recruitment will remain open until position is filled.



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