

Village of Carmacks Chief Administrative Officer



Carmacks is a scenic community located at the confluence of the Nordenskiöld and Yukon Rivers. Located approximately 2 hours north of Whitehorse by highway, it is known as the "Hub of the Yukon", as you can easily travel by road to almost any destination in the Yukon. Carmacks is home to approximately 550 residents, many of which are citizens of the Little Salmon Carmacks First Nation

Under the direction of council and in accordance with section 184 of the Yukon Municipal Act, the CAO is responsible for the operation and administration of the municipality.

Please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

- A post-secondary degree in Public or Business Administration;
- Several years of senior management experience, local government experience would be an asset
- Proven experience in strategic planning, labor relations, financial management and communication skills are essential.
- Possess strong motivational, public relation and conflict resolution skills, along with the ability to promote and facilitate Councils' vision through programs, projects and activities.
- Knowledge of grant programs available,
- Bylaw, policy and budget development and knowledge of territorial and federal statues and regulations.
- Ability to foster and develop collaborative relationships within the community and with other levels of government
- Knowledge of rural Yukon and local community would be an asset

Salary is commensurate with education and experience. A benefits package including RRSP, relocation and housing subsidy is also available subject to negotiation.

Please submit your resumes with references by January 26th, 2018 addressed to:

Mayor Lee Bodie
Village of Carmacks
Box 113, Carmacks, YT Y0B 1C0
Fax: 867 863 6606
Email: vocmayor@northwestel.net