



VILLAGE OF QUEEN CHARLOTTE, BC

CHIEF ADMINISTRATIVE OFFICER

The magical islands of Haida Gwaii beckon with this opportunity to live and work in BC's "Galapagos of the North." Stroll on sandy beaches, marvel at splendid forests and learn the histories of the Haida, early explorers and settlers who followed them. If you enjoy sports fishing, hunting, boating, kayaking and exploring, you will love Haida Gwaii.

The Village of Queen Charlotte is a charming hub in an exquisite setting by the sea. Formerly called Queen Charlotte City, this town has a population of 950 and has been a municipality for 6 years. We are served by BC Ferries from Prince Rupert and Air Canada via the Sandspit Airport direct to Vancouver; off island connections to more urban areas are immediate and easy. Amenities available in Haida Gwaii are many and can be found on the following web sites:

www.britishcolumbia.com/regions/towns/?townID=3892

www.queencharlotteislands.bc.com

www.queencharlotte.ca

Potential candidates will have five years experience in a senior municipal or equivalent administrative position working directly with elected officials, appointed or volunteer boards. The successful applicant will manage the day to day affairs of the municipality, working with the Mayor and Council on zoning bylaws, open government initiatives, community planning and development and continuing to improve communication between Council, Staff and the Community Stake Holders. The CAO is also the Corporate Officer and the Approving Officer.

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Challenges will be diverse, from working in concert with other communities and groups to achieve climate action goals with an emphasis on green technology, to overseeing the development and implementation of a new filing system. Your creative, hands on, individual nature will be adept at thinking in original and open-minded ways.

Written and verbal communication skills are critical. Attention to shepherding a number of projects at one time will be important:

1. Completion of a zoning bylaw,
2. A sewage treatment plant is on the horizon,
3. The Community Park Project is a current priority for completion,
4. A boat launch and the development of an industrial park are next.

Mayor and Council are looking for an applicant with experience, ambition, self-motivation, integrity and tact.

Both a full job description and description of the generous pay and benefits package are available from the undersigned. Attention has also been given to relocation and isolation benefits in order to attract a well qualified person who is willing to make this beautiful region home.

Candidates will enjoy playing an effective role interfacing with all the stakeholder groups of the community and with administrators and managers of Local Governments, First Nations and other government agencies on Haida Gwaii.

Along with proven organizational abilities, the successful candidate needs to have an understanding of First Nation issues.

Queen Charlotte has very good value for your housing dollar and that coupled with a generous benefit package makes this an attractive opportunity.

For information about a position that could change your life and the previously mentioned job description and relocation benefits, please contact the undersigned:

Jim Craven
James R. Craven and Associates Ltd.
craven@telus.net
www.jrcraven.ca
250 - 744- 9455
Include 3 references please
Closing date: March 12th, 2012.