

DAWSON CITY, YUKON

CHIEF ADMINISTRATIVE OFFICER



Who we are

Dawson City, Yukon, is home of the Klondike Gold Rush and the heart of Tr'ondëk Hwëch'in Traditional Territory; we're proud of our mining heritage and First Nations roots that run millennia deep. We're a thriving cultural community—with a post-secondary arts school, several world-renowned festivals, and burgeoning TV and film industry—that borders an outdoor playground sprawling hundreds of kilometres in either direction. We're a living historic community, with many landscape features and buildings that support our national historic site designation.

Mining, tourism, culture, and our people are the foundation on which our town stands, and we respect personal freedoms and diversity of all definitions. We're a welcoming town and a great place to make a life and raise a family. Our community has a new hospital and programming and activities that promote healthy lifestyles. We have a recreation centre, curling club, swimming pool, fitness centre, nine-hole golf course, off-leash dog park, and a ski hill. We enjoy an abundance of green spaces, including hiking, biking, and cross-country-ski trails. We also have a K–12 school, Yukon College campus, healthy business community, and numerous groups and organizations in which to get involved.

Through solid planning and focused effort, our town has tackled municipal challenges, developed our municipal infrastructure, and grown our community. We're looking for the right person to lead us in the next steps of advancing our town.

Who you are

You are a strong leader with the academic and experiential backgrounds that will help you manage the operation of the municipality, including financial and human resources, strategic planning, project management, and policy and bylaw development. You can establish clear goals for senior staff and help them work towards meeting their objectives. Your background is preferably in municipal administration.

As Mayor and Council's only employee, you appreciate and understand governance practices and procedural rules. Under Council's strategic direction, you will develop and implement policies and programs that meet the needs of residents, including public works, protective services, recreation, community and economic development, and a municipally operated cable television system.

You are confident in leading a team of 25 employees in a unionized environment to meet the goals of the municipality and expectations of municipal service. You possess excellent interpersonal and communication skills, and are comfortable communicating with the public in a high-profile position.

If this position interests you, please submit your resume and covering 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;
- Five years senior management experience overseeing a department or organization;
- Developing and implementing policies and programs;
- Experience in managing, building, leading, and motivating a team in a unionized environment;
- An understanding of the principles of project management and business plan development;
- Experience managing financial resources, including development of operating and capital budgets;
- Experience working with levels of government, including First Nations, territorial or provincial;
- Experience working with the public, boards, and elected officials;
- Ability to interpret and apply Federal, Provincial/Territorial and Municipal statutes, regulations, and programs.
- Discretion, tact, compassion, and good judgment;
- Excellent communication skills, both oral and written

Applicants able to demonstrate an equivalent combination of education and experience may be considered.

Closing Date:

A current resume and covering letter must be received at the City of Dawson Administration Building by 4:00 pm on Friday, October 27, 2017. Applications to this position may be submitted by mail, email, or fax to the following:

CAO Selection Committee

PO Box 308
Dawson City, Yukon Y0B 1G0
wayne.potoroka@cityofdawson.ca
Fax: (867) 993-7434

Further information on this position can be found at
<http://cityofdawson.ca/municipal-info/general-information/career-opportunities>

To learn more about our community and what we have to offer we encourage you to visit the following websites:

- Klondike Visitors Association (www.dawsoncity.ca) • Parks Canada (www.pc.gc.ca/eng/lhn-nhs/yt/klondike/natcul/dawson.aspx) •
- Yukon Community Profiles (www.yukoncommunities.yk.ca/dawson-city) • Klondike Institute of Art and Culture (www.kiac.ca) •