



Senior Administrative Officer

The Community: Located in the Land of the Midnight Sun, the Town of Inuvik is the Gateway to the Beaufort Delta on the scenic Mackenzie River. The town, about 200km's above the Arctic Circle is rich in diversity, and offers access by way of air transportation and by road, on the Dempster Highway.

Inuvik is an Arctic tourism destination that welcomes up to 7,000 visitors per year. The Town of 3,300 is also a service center for surrounding communities and Industry, including some First Nations enterprises and the oil and gas industry. Inuvik is a great place to raise a family, offering an abundance of lifestyle services including Government and Health Care Services, Education (including Aurora College) and transportation services. Recreation facilities include curling and hockey, squash and softball. Fishing, hunting, skiing, camping and all kinds of other outdoor activities abound.

The town is currently looking for an S.A.O. to lead its Senior Management team and offer advice to town council and the citizens of Inuvik.

If you are interested in a challenging and rewarding career, with potential to display your capacity for Municipal Leadership, consider making the Town of Inuvik your community and your team. This is a Community in which you CAN make a difference.

Position Summary:

The Senior Administrative Officer will advise Council on policies, legislative requirements, facilitate strategies, and provide strength to both Council and Administration. The SAO will manage infrastructure development and service delivery while demonstrating astute fiscal management of a \$15M operating budget. The Senior Administrative Officer has a well-rounded senior management team. This position would appeal to a leader, a great communicator, well versed in change management, a relationship builder that can serve Council, Staff, and the Community. Experience with policy development, Economic development and strategic planning will be an asset.

Ideal Requirements include:

A comprehensive knowledge of municipal government operations, a detailed knowledge of organizational management, financial management and human resources management, Accompanied by knowledge of the local culture and experience in working with cross cultural groups



The SAO must also demonstrate the following skills and abilities:

Strong communication skills, strong customer service skills, strong inter-personal relations skills, the ability to access community needs and to plan and develop appropriate programs. The SAO must also possess skills in developing, motivating and evaluating staff at all levels

A Degree or Diploma in Public Administration or a related field; many years of progressively more responsible employment in the fields of Municipal Government Administration, Public Administration or a similar/related area of employment. Equivalencies will be considered.

Knowledge of the Cities Towns and Villages Act of the Northwest Territories and other Municipal acts and legislation will be a great asset.

Other:

The Town of Inuvik offers an exceptional salary and benefits package.

Detailed information, such as the position description, organizational chart will be forwarded upon request.

Submit a cover letter and detailed resume to:

Matt Noble at Ravenhill - Smith Search Inc.
Matt@ravenhillgroup.com

Requests/Questions should be directed to:

Matt Noble, Team Leader, Ravenhill Group Inc.
1-888-447-5910 #709
1-250-941-9066 or 1-236-655-2365

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