



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

Village of Carmacks

Chief Administrative Officer (CAO)

Carmacks is a scenic community located at the confluence of the Nordenskiold and Yukon Rivers. Located approximately 2 hours north of Whitehorse by highway, it is known as the "Hub of the Yukon," with road access to many destinations across the territory. Carmacks is home to approximately 625 residents, including a significant portion from the Little Salmon Carmacks First Nation.

Role Overview:

Under the direction of the Council and in accordance with section 184 of the Yukon Municipal Act, the Chief Administrative Officer (CAO) is the senior leader responsible for the operation, management, and administration of the municipality. The CAO supports the implementation of Council's strategic vision and ensures smooth municipal operations through effective governance, financial oversight, and human resource management.

Key Responsibilities:

- **Governance and Strategic Leadership:**
 - Serve as the primary advisor to the Mayor and Council on policy decisions, strategic initiatives, and long-term planning.
 - Develop, implement, and monitor the municipality's strategic and operational plans to align with the goals of the Council.
 - Ensure compliance with the Yukon Municipal Act and other relevant federal and territorial legislation.

- **Operational Management:**
 - Lead, direct, and oversee all municipal departments, including Public Works, Finance, Recreation, and Protective Services.
 - Administer day-to-day operations, ensuring efficient delivery of municipal services and programs.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



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- Direct and monitor ongoing projects, capital improvements, and initiatives, ensuring timely and cost-effective execution.
- **Financial Management:**
 - Oversee the preparation and management of the municipality's operating and capital budgets.
 - Ensure effective financial controls and reporting in alignment with best practices and fiscal responsibility.
 - Identify and pursue funding opportunities through grants and partnerships with territorial and federal governments, as well as other agencies.
- **Human Resource Management:**
 - Provide leadership and support to municipal staff, fostering a collaborative and positive work environment.
 - Oversee recruitment, retention, and performance management of staff to ensure a high-performing municipal team.
 - Ensure compliance with employment standards, labor laws, and collective agreements.
- **Policy Development and Compliance:**
 - Draft, implement, and enforce municipal by-laws and policies as directed by Council.
 - Ensure that all municipal policies are up to date and compliant with current regulations.
 - Provide recommendations to Council on policy matters, ensuring decisions are informed and aligned with best practices.
- **Community and Stakeholder Engagement:**
 - Act as a liaison between the municipality and various stakeholders, including residents, businesses, First Nations governments, and external agencies.

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- Facilitate open communication with the public, maintaining transparency and accountability in municipal governance.
- Foster strong relationships with territorial and federal government bodies to advocate for the community's needs and priorities.
- **Emergency and Risk Management:**
 - Ensure the development and implementation of emergency preparedness plans and protocols.
 - Identify and manage risks to municipal operations, including financial, operational, and reputational risks.
 - Lead the response to emergencies or crises affecting the municipality, in coordination with relevant agencies.

Qualifications and Skills Required:

- A post-secondary degree in Public or Business Administration (or equivalent).
- Several years of senior management experience, ideally within a local government or public administration context.
- Proven expertise in strategic planning, labor relations, financial management, and public administration.
- Strong leadership, communication, and public relations skills.
- Knowledge of grant programs and the ability to secure external funding.
- Experience with by-law and policy development and implementation.
- Familiarity with territorial and federal statutes and regulations affecting municipal governments.
- Demonstrated ability to foster collaborative relationships with community groups, First Nations governments, and other levels of government.

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- Knowledge of rural Yukon communities and an understanding of local community dynamics would be an asset.

Salary and Benefits:

- Salary Range: \$95,000 to \$120,000, commensurate with education and experience.
- A comprehensive benefits package including RRSP, relocation support, and a housing subsidy is available, subject to negotiation.

Application Process:

Please submit your resume and cover letter clearly demonstrating how your qualifications and experience meet the requirements of this role. Selection for further consideration will be based solely on the information provided in your application.

Application deadline: **November 8th, 2024, at 4:00 PM**

Submit your application to:

Parminder Singh – Municipal Clerk

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