



Village of Fort Simpson

The Village of Fort Simpson is accepting applications for a

SENIOR ADMINISTRATIVE OFFICER

The Village of Fort Simpson has an employment opportunity for a qualified administrator with at least five years' experience at senior management level in municipal governance to assume the responsibility of a Senior Administrative Officer (SAO).

Reporting directly to the Mayor and Council, the SAO will provide leadership to the management team, encompassing the departments of Public Works, Recreation and Culture, Finance, Municipal Enforcement, Fire Protection Services, Environmental and Planning. You will foster a positive, collaborative environment that will promote productivity and innovation in a cross-cultural setting.

As an accomplished municipal leader, you will bring preferably a university degree in public administration or related discipline or an equivalent combination of education and experience with a commitment to supporting the professional development of staff. You will have strong municipal experience in a senior management position, with knowledge of municipal law and practices, financial management, human resources management and labour relations.

The Successful applicant should possess (but not limited to) the following qualifications:

- At least 5 years' experience in senior management of a municipality;
- Formal training in fundamental accounting principles or equivalent work related experience;
- Enhanced management, administrative and financial system skills;
- Computer accounting skills, preferably on **Sage 50 Quantum Software**;
- Demonstrated ability to meet performance standards;
- Strategic and long-range planning;
- Community expectations in a changing environment;
- Organizational development and governance;
- Communication and Public Affairs

Equivalent combinations of education and experience will be considered.

This is a Permanent Full-Time Non-Unionized position. The candidate must supply a criminal records check and be bondable. The salary will be commensurate with the individual's qualification and experience,

Closing date: **FRIDAY, MARCH 27, 2026, 5:00pm (mst)**

Applications will be accepted by fax, email, postal mail or at the Village Office. Please quote the position title and apply to:

Village of Fort Simpson
P.O. Box 438
Fort Simpson, NT X0E 0N0
Office: (867) 695-2253 Fax: (867) 695-2005
Email: mayor@fortsimpson.com

Only those selected for an interview will be contacted.