



November 15, 2023

EMPLOYMENT OPPORTUNITY

SENIOR ADMINISTRATIVE OFFICER

The Incorporated Hamlet of Tuktoyaktuk requires a Senior Administrative Officer with a strong background in municipal administration, accounting, financial management and proven success as an effective communicator and civic leader.

Reporting to the Mayor and Council, the successful candidate will direct, administer, and coordinate all affairs of the Incorporated Hamlet of Tuktoyaktuk. The incumbent will be responsible for **all** aspects of municipal administration, including management of human resources, operations, and projects in accordance with Hamlets Act, Council By-Laws, and Policies.

REQUIREMENTS:

The SAO **must** be familiar with statutory requirements in the Hamlets Act and other legislation. The SAO should have a working knowledge in Government Operations, Statutes, By-Laws and Policy Making. Excellent leadership, problem solving, interpersonal and community skills are required as well as the ability to deal with staff fairly and diplomatically. Working knowledge of Sage ACCPAC would be a definite asset. The incumbent **must** complete and pass a criminal record check.

QUALIFICATIONS:

Typically, this knowledge, skills and abilities are acquired through a Degree in Municipal, Public Administration or Management plus a minimum of three years of related community experience or five years' relevant municipal management experience. Equivalent combinations of education and/or experience may be considered.

Salary will be negotiable depending on municipal experience and qualifications. Additional benefits include Northern Employees Benefits Service (NEBS) Pension Plan and Group Insurance, Northern Allowance of \$20,436, various leave entitlements, and housing will be provided.

Resumes will be accepted until Friday, December 8, 2023, at 3:00 p.m. For more details, please contact the Hamlet Office at (867) 977-2286 or fax to (867) 977-2110 or email to sao@tuktoyaktuk.ca.

We thank all those who apply for this position; however we will only be contacting those chosen for interview(s).