

The Hamlet of Fort McPherson is seeking a qualified Senior Administrative Officer.

**The Hamlet:**

Fort McPherson is the first NWT community you'll encounter when driving on the Dempster Highway (NWT Highway #8) from the Yukon. This Gwich'in hamlet of about 800 served as the principal Hudson's Bay Company trading post in the Mackenzie Delta for over 50 years. Its traditional name, Teet'lit Zeh, translates to "Place at the head of the waters," evoking the community's location on a bluff above the east bank of the Peel River and facing the breathtaking Richardson Mountains.

Fort McPherson has a rich and storied history. Explorer John Bell opened a trading post nearby in 1849, but after numerous floods that settlement was moved about six kilometres inland to what became the current site of Fort McPherson. One will also find the final resting place of the RCMP's fabled "Lost Patrol". In 1911, a four-man team set off from Fort McPherson on their way to Dawson City by dogsled. They never arrived. Corporal Jack Dempster, the namesake of the Dempster Highway, led the search for the missing men. Their bodies were eventually recovered and buried here in Fort McPherson. The grave site was turned into a memorial that's still visited by many travellers.

Today, Fort McPherson is a vibrant community full of enterprising residents who remain closely tied to the area's historic roots. Travellers visit the renowned Fort McPherson Tent and Canvas Shop, which sells durable custom canvas tent walls and other practical items for adventurers. There is also the Chii Tsal Dik Gwizheh Tourism and Heritage Centre, which hosts a range of cultural activities, from live fiddle music and dance demonstrations, to storytelling, sewing classes, and more.

Drivers can access Fort McPherson year-round on the Dempster Highway, with the exception of seasonal interruptions. There is also a small airport with seasonal flights to Inuvik when the Peel River is closed.

**THE OPPORTUNITY**

Job Title and Scope: Senior Administrative Officer (SAO)

Location: Fort McPherson, NWT.

Reports to: Mayor and Council

Direct Reports: (9): Director of Finance, Municipal Public Works Forman, Fire Chief, Bylaw Officer, Executive Assistant and Recreation CoOrdinator.

**SCOPE**

The Senior Administrative Officer (SAO) reports to Mayor and Council and is the Administrative head of the Municipality. The SAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operational affairs of the municipality; and performs the duties, functions and exercises the powers assigned to a Senior Administrative Officer by the *Hamlets Act*.

If you are ready to take on new challenges and your skills and abilities align with this opportunity, please submit your resume and cover letter in confidence to the Recruitment Team at [sao@fortmcperson.ca](mailto:sao@fortmcperson.ca).

**SALARY:** Commensurate with education/experience

**CLOSING DATE:** OPEN

We thank all applicants for their interest; however only those short listed will be contacted.