

Senior Administrative Officer Fort Liard

The Hamlet of Fort Liard has an employment opportunity for a qualified administrator with at least five years of experience at the senior management level to assume responsibilities and duties of a Senior Administrative Officer who manages the affairs of the Municipal Corporation in compliance with the *Hamlets Act*.

Fort Liard is a hamlet with a population of 536, nestled in a scenic valley at the junction of the Liard and Petitot rivers. The community has year-round road access from British Columbia via BC Highway 77 and NWT Highway 7, which is 37 km from the British Columbia border.

Under the direction of the Mayor and Council, the Senior Administrative Officer is responsible for the following duties:

- Supervise and direct the affairs of the Hamlet and its employees
- Develop and implement policies and procedures as directed by the council
- Provide advice to the council on all legislation or acts under which the Municipal Corporation operates
- Attend all meetings of the council and its committees and ensure that all resolutions, decisions, and proceedings are recorded and acted upon
- Prepare a budget in accordance with the *Hamlets Act*
- Accurate and timely preparation of financial statements, other financial and administrative requirements pertaining to the *Hamlets Act*, and other Federal and Territorial acts
- Ensure that all contracts are prepared and executed as required by the council
- Other duties and responsibilities as directed by the council

Qualifications:

- A recognized diploma or degree in Municipal Administration or equivalent
- Solid background in financial management
- Strong working knowledge of Sage accounting and Microsoft Office
- Computer network and troubleshooting experience
- Strong written and verbal communication skills
- An excellent interpersonal skill, combined with experience working in a cross-cultural setting, is essential
- Good working knowledge of all municipal departments

Salary will be commensurate with qualifications. A Northern allowance, pension and health benefits, and relocation benefits are provided.

Closing Date: Until the position is filled.

Resumes accompanied by a cover letter detailing your experience, qualifications, and interests can be emailed to sao@fortliard.com and addressed to the Mayor and Council.