



## CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0  
Telephone: (250) 786-5794 Fax: (250) 786-5257  
[www.poucecoupe.ca](http://www.poucecoupe.ca)

### ***EMPLOYMENT OPPORTUNITY***

### ***CHIEF ADMINISTRATIVE OFFICER***

The Village of Pouce Coupe has an opening for a Chief Administrative Officer. Pouce Coupe is located in the Peace River Region, five minutes south of the City of Dawson Creek. The Village offers a safe clean environment for everyone from seniors to young families. The Village boasts a new residential subdivision, new park playgrounds, a new School/Community centre/Library facility, and a new Fire Hall.

Reporting to Mayor and Council, the CAO is the senior appointed official and holds the statutory positions of Corporate Officer and Chief Financial Officer. The CAO is responsible for the general management of all municipal operations and staff. The ideal candidate will have a proven track record in providing solid information and advice to elected officials, staff and stakeholders, and will be required to rely heavily on their public relations and communication skills. Strong computer skills are essential.

Duties will include budgeting, financial reporting, grant applications and administration, long range fiscal and strategic planning guidance to Council; recording meeting minutes, as well as follow up for all meetings of Council and Council committees.

Strong credentials in local government finance and administration, a good track record of sound decisions at a senior level, and demonstrated proficiency in mentoring and training staff will all be important to the hiring committee. Accounting skills and a solid base knowledge of local government operations would be a strong asset.

A recent and detailed job description is available on the webpage. For further information, please visit [www.poucecoupe.ca](http://www.poucecoupe.ca).

The Village offers an attractive benefits package, as well as further training opportunities. Salary will be commensurate with experience.

Resumes will be received by the undersigned until 4:30 p.m. September 10, 2010. The Village wishes to thank all applicants for their interest, only those short-listed will be contacted.

Hiring Committee  
c/o Village of Pouce Coupe  
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Pouce Coupe, BC  
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