



**Dawson City,
Klondike Gold Rush Capital,
Yukon Territory.**

The Town of the City of Dawson requires a **Chief Administrative Officer**.

Dawson City and the Klondike Valley was the scene of the world's largest gold rush, the impacts of which still reverberate today. Dawson City remains a unique community with a history and environment that sets us apart. Our thriving community has a resourceful and imaginative population with a reputation for openness, community spirit, diversity and creativity. The population has remained constant over the past decade with approximately 1,800 residents calling this community home. We continue to progress as a vibrant and sustainable community.

Working in partnership with Mayor and Council, the Chief Administrative Officer is responsible for the overall management of the municipality including financial resources, strategic planning, policy and bylaw development, programme, and project management. Council is seeking a progressive individual with management experience to lead and manage a team of 25 employees to achieve the overall goals and objectives of the municipality and have the initiative and ability to help ensure the continuous development and improvement of municipal services. The ideal candidate must have strong leadership and team building skills. If you possess strong interpersonal, communication, and management skills, along with the ability to work with the public in a multi cultural environment, we would like to have you apply for this position.

If this position interests you, please submit your resume clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

- Senior Management experience responsible for overseeing a department or organization
- Developing and implementing policies and programs,
- Experience in managing, building, leading and motivating a team of staff
- An understanding of the principles of project management
- Experience managing financial resources
- Understanding of First Nations Governments
- Experience working with the public, boards, and elected officials
- Knowledge of Municipal, Federal and Territorial Government programs/procedures and regulations will be an asset

Closing Date:

Send all resumes In Confidence to:

4PM Friday February 19, 2010

CAO Selection Committee

Box 308, Dawson City, YT. Y0B 1G0

Attn: Karen Fischer, Executive Assistant

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Electronic submission:

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