



**Village of Port Alice
EMPLOYMENT OPPORTUNITY
Director of Operations**

The Village of Port Alice is looking for an energetic person who is interested in a career in Local Government serving as a Director of Operations. This management position is exempt from the CUPE Agreement and will require strong leadership, organizational skills. The Director of Operations will be responsible for managing the staff and the general operation of the Public Works and Recreation Departments including some financial planning for each department. The successful candidate must have good communication and motivational skills in order to assist in the day to day management of both departments. **Please visit our website for detailed information about Port Alice at www.portalice.ca**

The Director of Operations will report to the Chief Administrative Officer.

The duties will include but not necessarily be limited to the following:

- 1) Direct the overall activities of the Public Works and Recreation Department staff, contracted services and projects, within policy and budgetary constraints as established by Council.
- 2) Assist both the Public Works Foreman and the Recreation Foreman with the planning of capital projects.
- 3) Prepare and present reports as requested by the Chief Administrative Officer and Council.
- 4) Prepare the Public Works and Recreation Department Committee agenda's, record the minutes and attend Council meetings as required.
- 5) To assist the Chief Administrative Officer with funding applications for both the Public Works and Recreation Departments as required.
- 6) Other duties, as directed by the Chief Administrative Officer or Council, may be assigned from time to time.

Education, Abilities and Skills

- 1) Grade 12 education or equivalent.
- 2) Possess management and basic accounting skills.
- 3) Possess strong leadership skills
- 4) Have an understanding of Local Government services.
- 5) Ability to work effectively with co-workers and general public.
- 6) Be willing to take courses and upgrade skills as required.

The salary range for this management position is \$73,000.00-\$75,000.00. The work week will consist of forty hours per week with a flexible schedule, and will include some evening meetings as required.

Please submit your resume to the undersigned on or before **May 1, 2009 at 5:00 p.m. Only those applicants short listed will be contacted for an interview.**

Gail Lind, CAO
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