



The Village of Chase is seeking a Deputy Corporate Officer.

Chase is located on the shores of Little Shuswap Lake approximately 55 km from Kamloops and 50 km from Salmon Arm along the Trans Canada Highway. Supporting a municipal population of 2500 the Village of Chase has an elementary and secondary school, a hockey arena, a curling rink, a splash pad, a skateboard park, two boat launches, two full service grocery stores, a pharmacy, and a handful of small shops and restaurants. Recreational opportunities include nearby hiking, biking, cross country skiing, snowshoeing, lake and river fishing, and nearby golf courses. While still small, the Village of Chase has a first class water treatment plant, recently upgraded wastewater treatment facilities, an active fire department, beautiful parks, a cemetery, and other municipal services that make our community a great place to live.

The Deputy Corporate Officer reports to the Director of Corporate Operations, and is responsible for:

- Overseeing corporate record management
- Preparing agendas and minutes (public and closed)
- Cemetery administration supervision (Stone Orchard software management, Consumer Protection), Community Hall administration supervision
- Economic Development Initiatives
- Community group liaison (Chamber, Lions, Rotary, Museum, Health Foundation etc.)
- Grant Opportunities, research, application and reporting support
- Human Resource support, research on bylaws, policies, procedures, best practices
- Capital procurement, grant project administration, research
- Communications, website, social media, newsletters
- Manage Village land lease agreements, Crown agreements, other agreements
- Manage contracted staffing agreements
- Prepares RFPs, tendering documents for the provision of works and services
- Monitor contract delivery ensuring all terms and conditions are met
- Assess organizational training needs and organize seminars and training
- Tracking of employees' certifications, licenses, and compliance
- Tracking of organizational certifications, licenses, and compliance
- Other duties under Corporate Operations as required

The ideal candidate must communicate and interact professionally and effectively with multiple internal and external stakeholders, will possess a thorough knowledge and understanding of the provision of municipal services and be familiar with local government best practices.

Chase offers a competitive salary commensurate with qualifications and experience, supplemented by a comprehensive benefits package. The Village of Chase supports continuing education.

Qualified candidates are invited to submit their resume and cover letter by Friday, May 27, 2022 at 4:00 p.m. to:

Sean O'Flaherty, Director of Corporate Operations
Village of Chase, PO Box 440, 826 Okanagan Avenue, Chase, BC V0E 1M0
Email: co@chasebc.ca Phone 250.679.3238 Fax 250.679.3070

We thank all participants for their interest however only those applicants selected for an interview will be contacted.