



The Hamlet of Fort Liard has an employment opportunity for a qualified municipal administrator with good working background of municipal departments and programs. Strong interactive skills are essential.

Fort Liard is a picturesque hamlet in the Deh Cho Region of the Northwest Territories, Canada. The community is located on the south bank of the Liard River, 544 km by air southwest of Yellowknife and about 40 km north of the BC border. It is one of the oldest continuously occupied Indigenous sites in the NWT. The population is 540.

Under the direction of Mayor and Council, the Senior Administrative Officer will:

- Provide proactive and informed advice to council so they are able to make informed decisions
- Provide direction to municipal employees and effective leadership for all municipal operations
- Develop and implement policies and programs as directed by council
- Assist council in developing a municipal strategic plan
- Ensure that council directives and recommendations are carried out in a timely fashion
- Ensure that the delivery of services are timely and cost effective

- Facilitate the preparation of an annual operational budget
- Facilitate the preparation of a sustainable capital infrastructure plan
- Execute all approved capital projects
- Comply with all responsibilities as defined in the *NWT Hamlets Act*.

The ideal candidate will have:

- Good interpersonal skills to communicate with council, staff, and the community
- Strong written and verbal interpersonal skills
- Solid background in all aspects of the operation and maintenance of a small northern municipality
- Sound knowledge of infrastructure, planning, community development and finance
- Completion of a Local Government Administration Certificate Program
- Several years' experience as a municipal administrative officer

Salary will be commensurate with qualifications. Pension, health, and relocation benefit are provided. Furnished housing is available.

This posting will remain open until successfully filled.

Resumes accompanied by a cover letter detailing your experience, qualifications, and interest can be faxed, or emailed to:

**Mayor and Council
Hamlet of Fort Liard
Fort Liard, NT X0G 0A0**

**Phone 867-770-4104
Fax 867-770-4004
Email sao@fortliard.com**

Only those selected for interviews will be contacted.