



District of Lantzville

Incorporated June 2003

Career Opportunity Chief Administrative Officer

Competition No. 2017-01

Closing Date: 4:00 pm, Tuesday, January 31, 2017

Lantzville, located between Nanaimo and Parksville on Vancouver Island, is home to approximately 3,600 residents. Although Lantzville was incorporated on June 25, 2003, it has been a vibrant and dynamic community known for its small rural community atmosphere since the 1920's. Its beaches and neighbourhood parks provide its residents with many opportunities to enjoy the beautiful outdoors. Lantzville staff are committed to its mission to "Provide efficient, effective and environmentally and economically sustainable services and good governance for the public while managing growth of the community and respecting Lantzville's diverse character and charm."

The District is currently looking for a Chief Administrative Officer ("CAO") to lead the organization proactively and strategically through a period of transformation and renewal. The CAO is responsible for the overall management of the daily operations of the District and the utilization of human, financial and physical resources. The CAO works with Council, staff and third party service providers to implement the District's strategic vision and priorities. The CAO is responsible for building strong relationships between diverse stakeholder groups, identifying and implementing new opportunities for development and ensuring that the organization provides responsible, efficient and quality services to the community. The CAO will also serve as the Deputy Director of Financial Services, Deputy Director of Corporate Administration and Approving Officer.

The ideal candidate will possess the following qualifications:

- Post-secondary education in a relevant field such as public administration, business administration, commerce, finance, law, etc.
- A minimum of 3 to 5 years of experience at a senior management level, preferably in a local government environment
- Strong leadership, analytical and organizational skills
- Excellent communication skills, both oral and written
- Possesses discretion, tact, and good judgment
- Able to resolve conflicts and foster unity
- Able to function in a multi-stakeholder environment
- Able to interpret and apply legislation, regulations and policies and to provide appropriate advice
- Able to create a positive, collaborative, and respectful work environment.

Applicants are invited to submit their resumes with cover letters in confidence, quoting the competition number, by 4:00 p.m. Tuesday, January 31, 2017 to:

Fred Manson, Interim Chief Administrative Officer

District of Lantzville

PO Box 100, 7192 Lantzville Road

Lantzville, BC V0R 2H0

E-mail: district@lantzville.ca

We thank all applicants for their interest in the position; however, only those selected for an interview will be contacted.