



Career Opportunity Chief Administrative Officer [CAO]

Competition No. 2025-01

Closing Date: 4:00 pm, Friday, February 7, 2025

THE LOCATION

The District of Lantzville is a seaside community of approximately 4,000. Lantzville is situated on the northern border of the City of Nanaimo and south of the City of Parksville.

THE ROLE

The District of Lantzville has a career opportunity for an experienced executive to assume the permanent, full-time role of Chief Administrative Officer.

THE DUTIES

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, including the oversight 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 must be capable at 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 QUALIFICATIONS

The ideal candidate will possess the following qualifications:

- Bachelor's degree in a relevant field [public administration, planning, business administration, commerce, finance, law] or equivalent
- A minimum of 6 years of experience at a senior management level, preferably in a local government environment supplemented by several years of progressively responsible roles

THE SKILLS

- Strong leadership, analytical and organizational skills
- Excellent communication skills, both oral and written
- Demonstrates 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

THE RETURNS

The District offers an excellent benefits package and supports its employees in their continued career and professional development. The proposed annual salary for the role is \$150,000 - \$170,000, subject to qualifications and experience. The District has a very small, but mighty and progressive group of staff offering the incumbent a high level of support. Staff relationships are very positive, creating a supportive environment overall to enable the CAO to focus on Council relationships and pursuit of strategic initiatives.

THE NEXT STEP

Forward your resume and cover letter to Delcy Wells, Director of Corporate Administration at dwells@lantzville.ca. Potential candidates are welcome to call with questions; 250 933 8082.

A Supplementary Information Package can be obtained by request.