



POSITION: Chief Administrative Officer

REPORTS TO: Mayor, and Council

DIRECT REPORTS: Senior Management, Administrative Personnel, Works Crew

CHIEF ADMINISTRATIVE OFFICER DESCRIPTION

Reporting directly to Mayor and Council, the Chief Administrative Officer (CAO) is responsible for ensuring that Council policies, bylaws, programs, and strategic initiatives are implemented in a timely and fiscally responsible manner. The CAO will advise, support, and assist in the development of these requirements and initiatives, and assume full responsibility for the Village's day-to-day operations and services, providing leadership, upholding corporate values and ethical standards, and creating an inclusive and equitable working environment.

The CAO will direct the overall planning, coordination, and control of the activities and business affairs for the Village of Lions Bay under the direction of Council, to ensure all corporate objectives, organizational initiatives, and goals are achieved in accordance with approved policies and budgeted resources. The CAO will deliver on timely, responsive, and exceptional customer service.

The CAO will attend all Council meetings, prepare agendas and reports, provide guidance and advice to Council on all aspects of Village operations. Providing strategic leadership, community engagement, fiscal accountability, in an open, transparent and collaborative atmosphere are key qualities of the successful candidate.

KEY RESPONSIBILITIES

- Identifies needs, implements, organizational efficiencies.
- Human Resource Management.
- Budgeting, financial projections.
- Implementing Change Management.
- Guides the creation and implementation of Policies, Procedures, and Bylaws.
- Provides leadership to senior management and administrative teams including the Public Works Department.
- Acts as the Corporate and Financial Officer for the Village.
- Ensure the development of a comprehensive, inclusive, and transparent process of business planning and budgeting.
- Maximizes grant opportunities for the Village.
- Ensure appropriate financial controls and audits are utilized.
- Streamline efficiencies for Village stakeholders and users.
- Participates in Committee meetings where appropriate.

QUALITIES

As CAO you are an experienced leader, ability to implement the legislative requirements of the Local Government Act (LGA), Community Charter (CC), and negotiate both union and non-union contracts on behalf of the Municipality. Complex decision making is essential. Previous experience in an executive leadership role with a proven track record is considered an asset.

The Village of Lions Bay is situated in the Sea to Sky Highway in Howe Sound, with a population of just under 1400.

COMPENSATION: Commensurate with experience.

To apply please send your statement of interest, CV, and required documents to: cao@lionsbay.ca;

Posting end date July 31, 2023

We appreciate all applications; however, only short-listed candidates will be contacted for an interview. The Municipality of the Village of Lions Bay, is located in Howe Sound along the Sea to Sky Highway, 9 north of Horseshoe Bay.