

ACTING DEPUTY CHIEF ADMINISTRATIVE OFFICER

(Full Time, Temporary)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End, including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Acting Deputy Chief Administrative Officer (Deputy CAO) to cover a parental leave from **July 2021 to April 30, 2022**, to be extended by mutual agreement.

Reporting directly to the Chief Administrative Officer, the Deputy CAO provides strategic leadership and direction throughout the organization and oversees the programs and operations of Operations, Parks, Recreation and Forestry, Information Technology and Information Management, Human Resources and Corporate Planning, Financial Services, Engineering, Planning and Building, and Environmental Services. Duties and responsibilities may change at the direction of the Chief Administrative Officer.


You ensure the annual Departmental Business Plans and budgets align with Council's Strategic Plan, including the Municipality's Operational Strategic Plan. You will oversee the Municipality's senior management team and work with them to establish the strategic direction for the Municipality, to provide leadership for department managers and supervisors throughout the organization.

The Deputy CAO will also be responsible for assisting the Chief Administrative Officer in developing and implementing Council's Strategic Plan initiatives and directives, and overseeing long-range, municipal-wide special projects. With a focus on effective operations and collaboration, you will strive to promote continuous improvement, inter-departmental communication and teamwork by conducting reviews and audits of municipal operations and administration and prepare and implement strategies to provide coordinated and efficient services to the Municipality.

You will possess an open, team-oriented leadership style and welcome the challenges of seeking continuous improvements in organizational efficiency. It is essential that you are able to develop and maintain positive relationships with a wide variety of internal and external customers. Strong analytical and problem solving skills with a focus on high quality service and outputs and results are essential. You must be willing to attend evening and weekend meetings.

As the preferred candidate, you have a post-secondary degree in Public Administration, Business Administration or a related discipline, supplemented by general supervisor, management or other related studies and extensive related experience at a senior level within government or the private sector. In return for your valued contributions, you can expect a competitive compensation package and the opportunity to work with an outstanding team. This position is excluded from union membership.

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You will also possess and maintain a valid Class 5 B.C. Driver's Licence; a satisfactory current driver's abstract will be required. Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a police information check.

If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability and are ready to join one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to hearing from you.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Monday, May 17, 2021

