

CHIEF ADMINISTRATIVE OFFICER



Looking for a premier CAO position that you'll love? The Alberni-Clayoquot Regional District (ACRD) is searching for a CAO that wants to lead a fantastic organization and accomplish great things. This position offers an opportunity rarely seen in local government – a combination of: engaged and talented staff; a highly functioning and respectful Board; incredibly diverse and interesting work; a stunningly beautiful environment; and, a very competitive compensation package.

The Regional District: The ACRD is situated in the heart of Vancouver Island with one of the most dramatic and majestic landscapes anywhere. The ACRD is a federation consisting of member Municipalities: Port Alberni, Tofino, and Ucluelet; Treaty First Nations: Huu-ay-aht, Yuułu?it̓ath̓, Uchucklesaht Tribe Government and Toquaht Nation; and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek). The Alberni-Clayoquot Regional District is within the territories of ten First Nations.

The People: The ACRD is governed by a 14-member Board of Directors that represent the member jurisdictions. The Board of Directors adopts bylaws and policies which provide the financial, regulatory and administrative framework to govern and deliver services. Administration and delivery of services are provided by a team of professional staff, led by the Chief Administrative Officer.

The Role: Reporting to the Board of Directors of the ACRD, you will lead and manage the constantly changing and complex day-to-day affairs of one of the most respected Regional Districts in British Columbia. As CAO, you will motivate highly energised dedicated professionals and play a key role with the Board of Directors ensuring that their strategic plan is implemented meeting both current and future needs of the Region. In addition to coordinating all departmental activities and leading the development of budget and financial controls, you will provide advice to the Board and its committees on all matters pertaining to the Regional District; and represent them at meetings with senior officials of municipal, regional, First Nations, provincial and federal governments and supporting organizations.

Your outcomes will include a Board that is engaged and valued. Your staff will enjoy a safe and respectful workplace and will be focused on efficient and effective operations. The ACRD will be transparent and will value, above all else, support to its constituents.

The Requirements:

- Strong post-secondary education.
- Local government leadership expertise with emphasis on Regional Districts.
- Excellent written and verbal communications and human resource skills.
- Sound political judgement and experience working with First Nations communities.

The Returns: The CAO role offers a competitive salary range and a comprehensive benefits package. This is a unique opportunity to become part of the vibrant future of the Alberni-Clayoquot Regional District.

The Next Step: If you are ready to take on this challenging and rewarding leadership role, forward your resume and cover letter to fo@talcedars.ca. A Supplementary Package can be obtained by request from the Consultant, which includes a complete job description, details of the benefits package, and organizational chart.

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