



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20241007_CAO
POSITION TITLE: CHIEF ADMINISTRATIVE OFFICER
DEPARTMENT: ADMINISTRATION
POSITION TYPE: FULL-TIME REGULAR EXEMPT POSITION
POSTING TYPE: INTERNAL/EXTERNAL
HOURS OF WORK: Monday – Friday between 8am – 5pm; 35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents and growing, the City of Colwood is a great community and organization to be a part of.

We are seeking our next Chief Administrative Officer and are inviting applications from energetic and creative leaders for this exciting opportunity to inspire and guide staff in the delivery of innovative, quality and cost-effective service delivery in alignment with Colwood’s strategic plan.

NATURE AND SCOPE OF WORK

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is an adept senior leader and changemaker who actively fosters a culture of continuous improvement in support of Council’s priorities for the community. The CAO provides professional guidance to empower the City’s leadership team to ensure the consistent overall quality and efficiency of the City’s services and operations in accordance with the objectives, plans, programs, and policies approved by Council and in accordance with the various Provincial and Federal statutes, specifically the Community Charter, Local Government Act and municipal by-laws. The CAO is accountable for ensuring that the policies, programs, and direction of Council are implemented, and that Council is advised and informed on the operations and affairs of the City.

Additionally, with respect to leading the City of Colwood workplace community, the CAO champions positive labour and employee relations practices and models, promotes, and supports the leadership team in ensuring adherence to all workplace policies and work procedures, including but not limited to, demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at www.colwood.ca/careers





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POSITION REQUIREMENTS & COMPENSATION:

Our ideal candidate will have a successful track record demonstrating broad knowledge, skills, and experience in a variety of local government responsibilities, combined with a degree in a relevant field, and professional certification in local government. A minimum of ten years of related experience in a leadership role is preferred, including within a unionized environment.

An equivalent combination of relevant education and experience may be considered.

An ability to attend scheduled weekday evening meetings is required.

The recruitment range for this position is \$174,112 (minimum) to \$204,838 (midpoint) per annum; however, the full pay range extends to \$235,564 (maximum) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer is expected to be within the recruitment range and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team.

In addition to the salary, the City is pleased to provide a comprehensive benefit package.

Applicants must have current legal ability to work in Canada to be considered as candidates in the competition.

Candidates who progress to the final stages in the competition will be required to provide proof of valid credentials and to consent to a criminal record check.

Using the subject line **POSTING ID# COC20241007_CAO**, please submit your resume and cover letter describing your interest and how you meet the position requirements, in confidence, to the Manager of Human Resources, at careers@colwood.ca.

A review of interest will begin on October 21, 2024; but the posting will remain open until filled.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

