



City of Colwood

CHIEF ADMINISTRATIVE OFFICER

Colwood is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life. Colwood is a fast-growing seaside community combining the amenities of a larger centre with the relaxing atmosphere of a small town. Located in Greater Victoria, Colwood offers beautiful parks, fantastic recreation facilities, historical sites, and excellent post secondary opportunities. With a population of over 18,000, Colwood is aspiring to be a thriving community.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall management of the operations of the municipality, and for providing strategic leadership and guidance to Council and staff on the development and implementation of a diverse range of services, programs and strategies that make Colwood an enviable location to live, work and play. Colwood is a vibrant and growing community with a recognized commitment to environmental sustainability and requires a hands on CAO who is enthusiastic and creative, with proven leadership qualities, who can inspire the staff and demonstrate innovative and cost effective approaches to service delivery.

The ideal candidate will have generalist experience and skills in a variety of local government responsibilities, combined with professional certification in local government or a degree in public or business administration. A minimum of ten years of related experience in a leadership role is preferred.

The City is prepared to offer a competitive compensation package, including a comprehensive benefit package commensurate with successful applicant's knowledge and experience.

Interested applicants are invited to submit a letter of interest and resume via email, by March 1, 2019 at 3:00 pm to the attention of:

Andrea Johnson
Manager of Human Resources
City of Colwood
Phone: 250-478-5053 x155
Email: ajohnson@colwood.ca

For a detailed job description and more information about the City of Colwood, please visit www.colwood.ca/careers. If you have questions regarding this position, please contact Andrea Johnson directly. We thank all applicants for their interest; however, only candidates selected for further consideration will be contacted.