

SALT SPRING ISLAND FIRE PROTECTION DISTRICT
Administrator / Chief Administrative Officer



Salt Spring Island is the largest of the Southern Gulf Islands marked by pristine beaches, lush, green rainforest, and wandering trails, and is renowned for its culinary offerings and rich arts and culture. This breathtaking destination is home to 11,000 permanent residents including artists, sculptors and musicians and is accessible from Vancouver, Victoria and Duncan. The Island offers a wide range of experiences, from markets and festivals to outdoor adventure, like biking, hiking, fishing, kayaking and more. There's something here for everyone.

Spring Island Fire Protection District is an Improvement District which provides fire protection services for most of the island (an unincorporated area). The 2022 Operating Budget is \$4.267 M, and staff include 9 full time unionized (IAFF) career firefighters, 39 paid-on-call firefighters, 3 administrative support employees, and contracted positions.

The Opportunity:

The Administrator/Chief Administrative Officer (CAO) reports to the Board of Trustees and takes direction from the Chair or designate, overseeing corporate and financial administration while maintaining a strong, solution-focused, engaged workplace culture. The Administrator/CAO also works collaboratively with the Fire Chief, who is responsible for fire operations. In this role, the incumbent provides corporate leadership in ensuring that policies and programs are efficiently coordinated, that services are delivered consistently and effectively, and that the operations of the District align with the overall strategic priorities.

The ideal candidate:

You are a strategic leader with broad local government leadership experience and knowledge of governmental budgeting and finances. You possess intuitive political foresight and have a strong understanding of governance.

Other qualifications include:

- A Post-Secondary Degree in Public Administration, Business Administration, Finance or related discipline, supplemented by 5 or more years of relevant experience in a management position, preferably in local government, or an equivalent combination of education and experience;
- Experience and understanding of the unique aspects of the Improvement District model is an asset;
- A proven track record in working effectively with boards, committees, and elected officials;
- Possess a progressive and collaborative management style;
- A commitment to excellence in customer service, service delivery and community relations skills;
- The ability to communicate effectively and professionally, both orally and in written form;
- Understanding of the local labour relations environment in which local government operates including the Local Government Act, the Community Charter, related statutes, laws, and regulations;
- Excellent human resource management and employee relations; and
- Ability to foster relationships in the areas of labour relations and union/management.

Submitting your application:

To be considered for this opportunity, please send a cover letter and resume in confidence quoting '**CAO Competition**' in the subject line, no later than **February 18, 2022**, with detailed resume and covering letter to: equalch@gvlra.com

Need more information:

To obtain a Supplementary Information Package which includes a complete job description, benefits plan, organization chart, real estate/rental information and compensation package please contact Ms. Emily Quelch, Labour Relations Advisor - Greater Victoria Labour Relations Association, (equalch@gvlra.com).

Compensation will be commensurate with knowledge, skills and ability. The compensation package includes comprehensive benefits - group insurance, extended health, dental and Municipal Pension Plan. The position also offers the ability to work a hybrid model of work-from-home and in-office.

We wish to thank all candidates; however only those selected for an interview will be contacted.