

## **SALT SPRING ISLAND FIRE PROTECTION DISTRICT**

### **Administrator / Chief Administrative Officer**



Salt Spring Island Fire Protection District invites qualified individuals to apply for the position of Administrator / Chief Administrative Officer.

With a population of 10,500, Salt Spring Island is the largest of the Southern Gulf Islands and is accessible from Vancouver, Victoria, and lower Vancouver Island. The Island offers a wide range of experiences, including hiking, lake and ocean exploration, arts and culinary offerings, plus a wide range of health and wellness retreats. Services available on island will meet most daily needs.

Spring Island Fire Protection District is an Improvement District which provides fire protection services for most of the island (an unincorporated area). The 2019 Operating Budget was approximately \$3.094 M, and staff include 8 full time career firefighters, 38 paid-on-call firefighters, 3 administrative support employees, and contracted positions. Reporting to the Board of Trustees, the Administrator takes direction from the Chair or designate, overseeing corporate and financial administration while maintaining a strong, solution-focused, team-spirited workplace culture. The Administrator works collaboratively with the Fire Chief, who is responsible for fire operations.

This position will be of great interest to creative and energetic candidates with established careers in the Public Sector. There will be a need for a multi-dexterous approach as in any small organization, but this is also a great opportunity to develop your resume demonstrating “hands on” experience.

The opportunity might appeal to two different candidates:

1. An experienced mid-level local government / public sector manager on the path of pursuing a CAO position, interested in furthering responsibilities as a manager and a leader; OR
2. An experienced CAO or senior manager nearing retirement age, who has already demonstrated a successful public sector career or comparable non-profit/private sector experience, but who wishes to continue a career with fewer working hours per week.

The present Administrator will be retiring in August 2019 after 5 years with the organization; and estimates this permanent part-time position can usually be accomplished in about 30 hours per week (0.80 full-time equivalent). When there are exceptions, the monthly salary is adjusted accordingly. The Board of Trustees is currently updating the Administrator’s Job Description which will be included in a detailed Supplementary Package showing details of the benefit package, organization chart, and comments about cost of real estate. The salary range for the position will be between \$65,000 and \$85,000 per annum depending on qualifications and training.

Please feel welcome to request the Supplementary Info Package and to discuss this position with the undersigned:

Jim Craven, James R Craven & Associates Ltd  
250-744-9455; [craven@telus.net](mailto:craven@telus.net)

This competition will close on **July 5, 2019 at 5:00 pm PST.**