

CHIEF ADMINISTRATIVE OFFICER

North Cedar Improvement District

The North Cedar Improvement District, located in Cedar, just south of Nanaimo, on Vancouver Island, is seeking applications for the position of Chief Administration Officer. Reporting to the Chair and Board of Trustees, the CAO is the senior appointed official and is responsible for the functions set out under the Local Government Act and the Improvement District Guidelines. The CAO will direct the day to day affairs of the Improvement District office, which includes the delivery of water, fire protection services and street lighting to a growing community of just over 5000 people. We are seeking an energetic, strategic thinker and progressive leader as well as a team player to continue the delivery of efficient and effective public services to our community. The preferred candidate will have a recognized degree in municipal or related public administration, or an equivalent combination of training and experience supplemented by municipal administration or related public administration courses which are recognized toward the attainment of a Certificate in Local Government Administration; with a high level of financial experience (3rd year CA or CPA) and have at least 3 years recent experience (in the previous 5 years) as a municipal manager. The Improvement District offers a competitive compensation and benefits package. The job description can be found at www.ncid.bc.ca. All interested candidates are invited to submit a letter of application as well as a resume to:

North Cedar Improvement District, 2100 Yellow Point Rd, P.O. Box 210, Cedar, BC, V9X 1W1

Or Email to: info@ncid.bc.ca

CLOSING DATE for all application is 12:00h Monday February 20, 2017.