



Job Description

Chief Administrative Officer

Department:

Administration

Reports to:

Mayor and Council

Direct Reports:

Directors, managers, and other positions designated by the CAO

Job Summary:

The Chief Administrative Officer (CAO) is Council's sole employee and the District's senior administrative leader. Accountable to Mayor and Council, the CAO provides impartial professional advice, leads the municipal organization, and ensures Council's strategic priorities, policies, bylaws, programs, and decisions are implemented effectively. In accordance with the Community Charter and other applicable legislation, the CAO oversees all District operations and fosters a high-performing, service-oriented, inclusive, and resilient organization.

The CAO cultivates trusted relationships with Council, employees, residents, Yuułu?it?ath Government, neighbouring First Nations, other orders of government, community organizations, businesses, and regional partners. Combining strategic foresight with practical leadership, the CAO guides the District through the distinct opportunities and challenges of a resort municipality, including seasonal service demands, significant infrastructure requirements, environmental stewardship, emergency preparedness, and long-term community sustainability.

Key Responsibilities:

- Provides overall leadership and management of the District's operations and ensures the effective, efficient, and lawful delivery of municipal services.
- Translates Council's vision and strategic priorities into coordinated corporate plans, departmental work programs, budgets, performance measures, and clear organizational accountabilities.
- Ensures Council resolutions, bylaws, policies, programs, and other directions are implemented in a timely manner and reports transparently on progress, organizational performance, emerging risks, and results.
- Provides Council with timely, objective, evidence-informed, and politically impartial advice and recommendations on matters within Council's jurisdiction, including municipal operations, policy options, emerging issues, and community priorities.
- Supervises the preparation of Council agendas and attends meetings of Council, Council committees, and other bodies established by Council.
- Leads the senior management team, establishes corporate priorities, clarifies roles and expectations, and promotes collaboration, accountability, innovation, and continuous improvement across District departments.
- Ensures the satisfactory operation of all District departments and, when required, performs or assigns the duties and functions of an absent Officer or Official to maintain organizational and service continuity.

- Provides strategic oversight of human resources and exercises delegated authority for workforce planning, recruitment, employee development, labour relations, performance management, and personnel decisions in accordance with applicable requirements.
- Ensures sound financial stewardship through strategic and business planning, annual and long-term budgeting, asset management, procurement, internal controls, grant strategy, and regular financial and performance reporting.
- Under Council's direction, ensures preparation of the District's Five-Year Financial Plan in accordance with the Community Charter.
- Provides executive oversight of major capital projects, infrastructure renewal, land-use and community planning, economic development, environmental initiatives, and contracted services.
- Authorizes budgeted purchases, sales, contracts, and the use of District facilities, equipment, and services within the CAO's delegated authority and applicable District policies.
- Establishes and maintains an enterprise-wide approach to risk management, legislative and regulatory compliance, records and information governance, privacy, cybersecurity, business continuity, and emergency management.
- Reviews legal advice and proceedings, authorizes legal counsel to defend or conduct proceedings on behalf of the District, and authorizes the settlement of claims within the CAO's delegated signing authority.
- Acts as the principal administrative intermediary between the District and other governments and represents the District with government officials, agencies, regional partners, professional advisors, and the media, as authorized.
- Builds and sustains respectful, collaborative government-to-government relationships with Yuułu?it'ath Government and neighbouring First Nations, advancing reconciliation through meaningful engagement, mutual respect, and shared initiatives.
- Promotes accessible, responsive, and transparent public service; supports effective public communication and engagement; and responds constructively to complex or sensitive community matters.
- Identifies and responds to emerging opportunities and challenges affecting the District, including housing, tourism and seasonal pressures, infrastructure capacity, climate resilience, community well-being, and long-term service sustainability.
- Exercises the statutory powers, duties, and functions assigned to the CAO under section 147 of the Community Charter, together with any authority delegated by Council through bylaw, policy, resolution, contract, or other applicable legislation.
- Performs any additional duties and responsibilities assigned by Council.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of British Columbia local government legislation, governance, finance, planning, public administration, and the respective roles and responsibilities of elected officials and municipal officers.
- Strategic and systems thinking, with the ability to connect Council priorities, community needs, organizational capacity, financial realities, and long-term risk.
- Demonstrated executive leadership, sound judgment, integrity, political acuity, and the ability to remain impartial in a public-sector environment.

- Exceptional written and verbal communication, facilitation, presentation, negotiation, conflict-resolution, and relationship-building skills.
- Ability to provide clear recommendations on complex matters, respectfully challenge assumptions, and support Council through difficult or high-profile decisions.
- Proven ability to lead organizational change, build effective teams, coach senior leaders, delegate appropriately, and establish a culture of accountability and service excellence.
- Strong financial and business acumen, including experience with operating and capital budgets, long-term financial planning, asset management, procurement, and major projects.
- Ability to manage competing priorities and urgent issues while maintaining attention to strategic outcomes, statutory obligations, and operational continuity.
- Commitment to reconciliation, equity, diversity, inclusion, accessibility, occupational health and safety, and respectful workplace practices.
- High degree of discretion and the ability to protect confidential, personal, legal, labour-relations, and Council information.
- Proficiency with contemporary digital tools, data-informed decision-making, cybersecurity awareness, and the responsible modernization of municipal services.

Education, Experience, and Qualifications:

- Degree in public administration, business administration, political science, planning, finance, law, or a related discipline. A relevant master's degree is considered an asset.
- A minimum of eight (8) years of progressively responsible leadership experience, including significant senior management experience in local government or a comparably complex public-sector organization.
- Demonstrated experience advising an elected board or council, leading a multidisciplinary organization, managing complex budgets and capital programs, and working in a unionized environment.
- Substantial knowledge of the Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, and other legislation relevant to British Columbia municipalities.
- A certificate in local government administration or executive management, or eligibility for certification through the Board of Examiners, is considered an asset.
- Experience building productive relationships with First Nations and advancing reconciliation in a government or community context is strongly preferred.
- Experience in a small, rural, remote, coastal, tourism-based, or resort municipality is considered an asset.
- Valid B.C. Driver's Licence. The licence must not include restrictions that would affect the ability to legally and safely carry out job responsibilities.
- Employment is conditional upon the successful completion of reference checks and a criminal record background check satisfactory to the District.

Working Conditions:

- Executive office environment with frequent computer use, meetings, public presentations, and sustained periods of sitting.
- Regular attendance at evening Council and committee meetings, community events, and other meetings outside standard office hours.

- Occasional travel within the region and elsewhere in British Columbia.
- Availability outside standard office hours to respond to urgent operational, public safety, emergency, or business-continuity matters.
- Work involves competing deadlines, sensitive personnel and governance matters, significant public accountability, and periods of elevated workload.

Core Leadership Competencies:

- Strategic leadership and execution
- Council relations and governance support
- Integrity, accountability, and sound judgment
- People leadership and organizational culture
- Financial stewardship and risk management
- Reconciliation and collaborative relationships
- Community focus and service excellence
- Adaptability, resilience, and continuous improvement

Chief Administrative Officer



Ucluelet – Paradise By the Sea

Ucluelet is a vibrant designated Resort Municipality (one of 14 resort municipalities in BC) of approximately 2,500 residents, located on the west coast of Vancouver Island and surrounded by some of the most pristine and rugged shorelines in Canada.

With sweeping ocean and mountain views at nearly every turn, the peninsula offers an unmatched natural setting enriched by deep Indigenous history, a thriving tourism economy, and a strong network of local businesses.

This remarkable destination welcomes up to one million visitors each year, drawn by world-class

experiences, from the Wild Pacific Trail and Pacific Rim surf breaks to the Broken Group Islands and ancient rainforest landscapes.

Whether you are exploring the coastline, kayaking, hiking, fishing, or enjoying the local culinary scene, Ucluelet offers an exceptional quality of life where work and lifestyle naturally align!

Working Culture – The District of Ucluelet

Trade your commute for an ocean view! At the District of Ucluelet, meaningful public service is complemented by a relaxed yet vibrant coastal lifestyle. You will work alongside dedicated professionals who value integrity, innovation, respectful relationships, and service excellence.

Our workplace is collaborative, welcoming, and community-focused. Employees are encouraged to share ideas, build meaningful connections, and contribute to the community they serve. While the work is important and often dynamic, Ucluelet's natural surroundings and close-knit community offer a grounded pace of life, with space to recharge and enjoy life beyond the office. Here, professional purpose and personal well-being can coexist.

The Candidate We Are Looking For: Leading Ucluelet Forward

The District of Ucluelet is looking for a CAO who brings clarity to complexity and has the judgment, confidence, and perspective to lead a high-performing municipal organization. A leader who understands the important distinction between governance and administration, provides Council with candid and impartial professional advice, and turns Council's direction into focused, effective action.

We are seeking someone who can see the bigger picture while staying grounded in what is achievable. Someone who can navigate competing demands, establish organizational priorities aligned with Council's direction, and create the conditions for staff to do their best work. Political acuity, resilience, curiosity, and

sound judgment will be essential, as will knowing when to listen, when to advise, and how to move an organization forward.

Relationships will be central to success. We are looking for a leader who connects genuinely with people and understands that trust, reconciliation, partnership, and respectful engagement are fundamental to effective local government, particularly in our relationships with Yuułuʔiłʔatḥ Government and neighbouring First Nations.

Above all, we are looking for someone who is genuinely drawn to Ucluelet: its character, its people, its opportunities, and the realities of leadership in a small coastal community. Someone who wants to be present, contribute meaningfully, and lead the organization in delivering on Council's vision for Ucluelet's future.

The Opportunity

Position Summary

Reporting directly to Mayor and Council as Council's sole employee, the Chief Administrative Officer (CAO) is the District's senior administrative leader and chief executive. The CAO provides impartial professional advice, leads the municipal organization, and ensures Council's strategic priorities, policies, bylaws, programs, and decisions are implemented effectively and lawfully.

The CAO oversees all District operations and builds a high-performing, service-oriented, inclusive, and resilient organization. This executive role combines strategic foresight with practical leadership to guide Ucluelet through the distinct opportunities and challenges of a coastal resort municipality, including seasonal service demands, infrastructure renewal, environmental stewardship, emergency preparedness, housing, and long-term community sustainability.

The successful candidate will cultivate trusted relationships with Council, employees, residents, Yuułuʔiłʔatḥ Government, neighbouring First Nations, other orders of government, community organizations, businesses, and regional partners.

Core Leadership Competencies

- Strategic leadership and execution
- Council relations and governance support
- Integrity, accountability, and sound judgment
- People leadership and organizational culture
- Financial stewardship and risk management
- Reconciliation and collaborative relationships
- Community focus and service excellence
- Adaptability, resilience, and continuous improvement

What We Offer

- ✓ A starting salary of \$162,298, with flexibility based on the successful candidate's qualifications and years of experience
- ✓ Generous annual vacation leave, increasing with years of service
- ✓ A comprehensive, employer-paid benefits package
- ✓ Employee and Family Assistance Program (EFAP).
- ✓ Participation in the Municipal Pension Plan
- ✓ A flexible working schedule, including flex days, flex week, and time in lieu, where operationally appropriate
- ✓ Reimbursement of eligible relocation expenses
- ✓ Employer-paid professional development opportunities and association memberships

Next Steps



We invite qualified candidates to submit their resume and cover letter in one PDF document to:

careers@ucluelet.ca

Applications will be accepted until October 23, 2026.

To learn more about the District of Ucluelet, what it is like working with the District, or for general information, please visit:

Ucluelet.ca/Careers