

## 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](mailto: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](http://Ucluelet.ca/Careers)