



Chief Administrative Officer

CITY OF COURTENAY

Courtenay, BC

The City of Courtenay is known as a preferred community to work, live and play with a myriad of recreation amenities, paths for cycling and hiking, and access to outdoor pursuits. Given its natural assets, lively cultural scene, diverse local agriculture including wineries and farms, Courtenay provides a rich environment that fosters an exceptional quality of life.

As the ideal candidate, you are a collaborative and engaging leader who has had responsibility for providing dynamic and meaningful leadership in a large and progressive organization. Vision-oriented with strong interpersonal skills, you bring a genuine belief in the value of community engagement and sustainability, and the proven ability to develop credibility and work effectively with elected officials, dedicated employees and external constituents. You possess considerable experience working with a wide range of stakeholders to implement innovative initiatives and can move from consultation to results in an inclusive and decisive way. You have demonstrated progressive leadership experience throughout a career that has been built within a complex organization of significant size, ideally a municipal or other public-sector organization where there is a wide range of stakeholders. Overarching all that you do, you embody and champion principles of equity, diversity, inclusion and indigenization.

The Chief Administrative Officer (CAO) provides effective advice and support to Mayor and Council in developing and implementing policies and strategies that address the unique qualities and needs of the City of Courtenay. In so doing, the CAO will provide dynamic leadership to City staff and will ensure that projects and initiatives continue to move forward in a timely and consultative manner. The CAO will also play a significant role in reconciliation with First Nations, affordable housing and asset management initiatives while ensuring inclusivity and diversity in all aspects of the City's work. In addition, this person will lead the organization through some major projects and initiatives, including the review of the City's Official Community Plan; the rehabilitation of the Fifth Street Bridge and Sixth Street multi-use pedestrian bridge resulting in improved active transportation opportunities; and strengthening the resilience of the City and region to the effects of climate change.

This is an opportunity to make a tremendously positive impact in a growing community. Please submit your resume and a brief covering letter to Allison Rzen and Jennifer Madden at: www.pfmsearch.com.

The City of Courtenay is situated on the east coast of central Vancouver Island, within the unceded traditional territory of the K'ómoks First Nation. Accessible by land, sea and air, Courtenay is a community that offers supernatural beauty at its doorstep, a diverse economic base, and an extraordinary quality of life. The City is the economic, urban and cultural hub of the larger community, the Comox Valley, and given all of its outstanding assets and attributes, Courtenay is a growing, vibrant community. With a real focus on sustainability in all that the City does – including making this a focus of the ongoing OCP review, the organization's team stands behind the City's values: People Matter, Be Accountable, Depend on Each Other, Pursue Excellence, Celebrate Success.



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