



Chief Administrative Officer

The **District of Sooke** (<http://www.sooke.ca>) is located in the southwest corner of Vancouver Island approximately 40 kilometres from British Columbia's capital city Victoria. Founded as a municipality in 1999 and with a current population of 13,000, this picturesque seaside village community with its "Wild by Nature" branding is in the heart of a vast recreational area with incredible tourism potential (hiking, mountain biking, kayaking, surfing). The District maintains a unique balance of retail, commercial, tourism and service sectors that attract young families, first-time homeowners, independent businesses and active retirees. A five-bloom community, Sooke is known for its rich First Nations and pioneer history, strong public volunteerism, and a vibrant arts calendar highlighted by the internationally renowned Sooke Fine Arts Show. Now in the process of developing a new Official Community Plan, the District is seeking to retain its small-town, semi-rural character while undertaking controlled, strategic development in proximity to Langford, one of Canada's fast-growing municipalities. Social services, infrastructure, lifestyle alternatives and recreational assets provide a strong base for sustained growth.

Recognizing the importance strong organizational leadership plays in delivering the very best of services to its residents and visitors, the District is seeking an accomplished municipal executive as Chief Administrative Officer (CAO). Reporting to Mayor Maja Tait (first VP of the Union of BC Municipalities) and Council, you will be responsible for managing the constantly changing and increasingly complex daily affairs of one of Vancouver Island's most desirable and promising communities. You will provide the leadership skills required to motivate a staff of dedicated professionals and will have a key role with Council in developing strategic initiatives that meet both current and future needs of the District.

You have strong local government management experience ideally coupled with relevant post secondary education and a private sector business background. Your proven track record demonstrates your capabilities as a senior executive and accomplished manager who is ready and able to work within a community undergoing rapid growth and change. You are a team builder and strategic thinker with sound political judgement and excellent communication and human resource skills. You are recognized for your positive local government contributions and are a catalyst for positive corporate change.

Interested in becoming part of the District of Sooke's exciting future? Please forward your resume in confidence, quoting assignment DOSCAO 2018 to **Grant C. Smith, CHRP** at grantsmith@waterhousesearch.com

We thank everyone for their interest in this business opportunity, however only those who meet our above stated selection criteria will be contacted.

Waterhouse Executive Search Ltd
Suite 300 – 1055 West Hastings Street
Vancouver BC,

V6E 2E9

Direct: 604 806-7715

www.waterhousesearch.com

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