

Deep Bay Improvement District

District Administrator

The Deep Bay Improvement District provides water and fire protection to approximately 1100 residents in the northern part of Lighthouse Country.

The residents of Deep Bay enjoy a healthy lifestyle surrounded by mountains, oceans and forest trails.

We are looking for a professional part time Corporate Administrator who reports to and takes direction from the Board of Trustees and is the statutory corporate officer as defined by the Local Government Act. The incumbent will have a broad knowledge of local government legislation, Robert's Rules of Order, financial operations, investing, budgeting, water Infrastructure, and drafting of bylaws. This position requires regular interaction with the public in a variety of capacities, requiring superior customer service and interpersonal skills.

The position also fulfills the statutory duties of the Finance Officer/Tax Collector and will be responsible for financial leadership for the organization. The Administrator also works directly with the Fire Chief to coordinate both operating and capital budgets.

- Minimum 2-year post-secondary education diploma in accounting;
- Minimum 2-year public administration diploma from a recognized institution or Certificate in Local Government Statutory Administration in British Columbia from the Provincial Board of Examiners;
- A proven strategic and innovative thinker and strong problem solver;
- Ability to read, analyse and interpret financial statements;
- At least three years experience in local government management at a senior level;
- Thorough knowledge of relevant legislation and local government best practices;
- An ability to establish and maintain effective, respectful relationships with diverse groups including elected officials, staff, external organizations, and members of the public;
- A combination of both experience and education may be considered.

Hours of work are on average 25 – 30 hours per week with benefits in lieu paid biweekly. Office hours are 9 am to 12 pm with meetings generally held during the evening hours. Hours of work are flexible.

RCMP Criminal Record Check will be required.

Qualified candidates are invited to submit their resumes in confidence to the attention of the HR Committee, Deep Bay Improvement District, 5031 Mountainview Road, Bowser, BC V0R 1G0 or by **email to DBIDfiresmart@shaw.ca** This posting will remain active until the position is filled.