

DIRECTOR OF OPERATIONS



Where you will be working:

This full time, exempt position is with the fantastic City of Parksville on Vancouver Island's sheltered east coast. Home to 13,642 residents, Parksville offers a high quality of life in a stunning natural environment, where you'll walk on amazing sandy beaches, breathe in the salt-tinged ocean air, and have access to world-class biking and hiking trails. The City's excellent combination of business and recreational opportunities, facilities and services make Parksville a great place for people of all ages to live, work and play. Located 37 km north of Nanaimo, Parksville is within easy reach of the mainland and the globe, via BC Ferry terminals and the Nanaimo airport.

Who you will be working with:

The City employs 97 talented full time staff, who are committed to building and maintaining Parksville as the city of choice for current residents and future generations. The City works collaboratively to keep a clean, safe and family-friendly community, that is both economically viable and environmentally conscious.

What you will be working on:

Reporting to the Chief Administrative Officer, the Director of Operations is responsible for the effective management of infrastructure and services related to the City's Public Works, Parks, and Utilities. The Director will oversee a broad range of services and capital projects in support of the City's strategic and operational objectives. Responsibilities include:

- Both contributing to broad organizational strategy at the senior level and providing oversight and assistance with the day-to-day provision of municipal services;
- Serving the organization and leading a skilled and diverse team of exempt and unionized employees, by demonstrating adherence to legislative and regulatory requirements and industry best practices;
- Adhering to Parksville's operational guidelines, policies and procedures set out by the CAO and Council; and
- Ensuring that municipal services are delivered in a responsible, ethical and sustainable manner.

What you bring to the table:

- Bachelor's Degree in Business Administration, Civil Engineering, Public Administration or a related field (Master's level preferred).
 - A Certified Applied Science Technologist Diploma or Professional Civil Engineering Diploma from a recognized educational institution combined with fifteen (15) years of formal municipal management may be considered as an equivalent.
- Registered as an Applied Science Technologist with the Applied Science Technologists and Technicians of British Columbia, in good standing with the EGBC.
- Minimum of ten (10) years of progressively responsible municipal experience, including personnel management in a unionized setting, and high-level experience in managing the operations functions of a local government.
- Possession of a valid B.C. Drivers Licence and clean driving record.

Certifications viewed as assets:

- Board of Examiners Certificate in Local Government Administration is an asset.
- Project Management Professional (PMP) Certification is an asset.
- Emergency Management- Incident Command System Certification (or willingness to acquire) is an asset

What you can expect:

The City offers a competitive salary range of \$122,000 - \$141,000 (2022 rates), depending on relevant experience and credentials; and a comprehensive benefits package including an earned day off program upon completion of probation. More importantly, the City offers the chance to work hard while accomplishing great things.

What to do next:

If you are ready to take on this challenging and rewarding leadership role, forward your resume and cover letter to Tall Cedars Search & Recruitment, by **Friday, Dec. 1, 2023**. A Supplementary Package can be obtained by request from the Consultant, which includes a complete job description.

Flo Follero-Pugh, Tall Cedars Search & Recruitment

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