

Cowichan Bay Waterworks District

District Administrator



Position Summary

The Cowichan Bay Waterworks District is looking for an engaged, community-minded leader to step in as District Administrator. In this role, you will drive the safe, sustainable, and efficient delivery of water services for residents and businesses, while fulfilling the responsibility for Corporate and Financial Administration.

Your Role

The Reporting to the Board of Trustees, you will provide strategic leadership, overseeing and managing the day-to-day activities of the district and all aspects of water service and water service delivery. You'll lead staff and contractors, keep operations aligned with the Board's strategic priorities, and advise the Board on policy, operations, and governance. You'll manage information flow, oversee budgets and expenditures, and ensure the water system remains safe, reliable, and sustainable for the entire community.

Key Responsibilities:

- Oversee the collection and expenditure of Improvement District funds and annual budget.
- Provide guidance and assist Trustees in the approval of Improvement District budgets and bylaws, conducting research and providing financial information to assist in this process.
- Prepare Board meeting agendas, bylaws, minutes, reports and correspondence; attend meetings and follow up on actions.
- Lead and manage all District staff, contractors, and service providers ensuring training, performance and compliance with policies while fostering a collaborative, positive work environment.
- Manage the District's water delivery system, including planning, scheduling, and maintaining service and infrastructure.
- Develop, implement and maintain policies, bylaws, agreements, contracts and operating procedures.
- Administer accounting systems, supervise payroll, approve payments, review financial reporting and oversee annual audit.
- Build and maintain positive relationships with residents, businesses, government officials, and regional partners.
- Handle legal documents, bylaws, contracts and confidential records in compliance with legislation.

- Facilitate long term planning for capital asset management and lead agreements and contract negotiations for capital projects.
- Support elections and voter processes as required.
- Serve as the officer assigned responsibility for corporate administration and financial administration.
- Serve as the first point of contact for the District addressing inquiries professionally to provide excellent service for the community.

Qualifications:

- A recognized degree in municipal or related public administration, or an equivalent combination of training and experience preferably supplemented by municipal administration or related public administration courses which are recognized toward the attainment of a certificate in Municipal Administration.
- A considerable working knowledge of the *Local Government Act*, municipal election practices and local government administrative procedures.
- Deep understanding and demonstrated ability to clearly communicate complex financial and technical information, both verbally and in writing: proficient in accounting systems, budgeting, and management.
- Experience working with boards, committees, and elected officials
- Demonstrated success managing and supporting staff

Skills & Attributes:

- Strategic thinker with strong decision-making and problem- solving skills.
- Excellent leadership, facilitation and conflict resolution abilities.
- High level of professionalism, diplomacy, and discretion.
- Strong organizational, research and analytical skills.
- Commitment to service excellence and continuous improvement.
- Knowledge of drinking water legislation and policy.
- Skilled at juggling multiple projects and priorities

Details:

- This is a full-time permanent position 35 hours per week.
- A condition of employment is that employees sign and comply with an Oath of Employment and Standards of Conduct.
- Salary commensurate with experience and qualifications.

To Apply:

Please send a Cover Letter and Resume to info@cowichanbaywater.com by August 19, 2025