



CHIEF ADMINISTRATIVE OFFICER

The District of Oak Bay is seeking a seasoned, progressive, and people-centered leader to serve as its next Chief Administrative Officer (CAO). Reporting directly to Council, the CAO is responsible for guiding the organization, overseeing day-to-day operations, implementing the District's strategic priorities, and ensuring high standards of performance across all departments. You will lead a collaborative, high-performing team dedicated to innovation, service excellence, and continuous improvement. This is a unique opportunity to help shape the future of one of British Columbia's most desirable communities.

The Community

Located on the traditional, ancestral and unceded territory of the ləkʷəŋən Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is a picturesque seaside community of 18,000 located within the Greater Victoria Region. While offering access to all the amenities of a large metropolitan urban centre, Oak Bay maintains all the peacefulness and charm of a small community. Residents enjoy an exceptional quality of life, with kilometers of spectacular ocean shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and lively, boutique villages just beyond their doorsteps.

To learn more: [Oak Bay](#) | [Connect Oak Bay](#) | [Songhees Nation](#) | [Esquimalt Nation](#) | [Oak Bay Tourism](#)

The District

Governed by a Mayor and six Councillors, the District of Oak Bay delivers a broad range of municipal services through a dedicated staff team of approximately 800 employees and an annual budget of \$75 million.

Vision

A vibrant and safe community located in a spectacular natural setting; a dynamic community that respects and enhances the existing community structure and core characteristics that make it distinct from adjacent communities, while supporting the changes necessary to meet current and future needs; and a community that values and supports diversity in its population.

Council Priorities (2022–2026):

- Housing
- Climate Change and Environment
- Livability
- Accessibility, Diversity and Inclusion
- Transportation
- Truth and Reconciliation

The Opportunity

This is an opportunity for a progressive, people-centered, and seasoned leader to serve as Chief Administrative Officer in one of British Columbia's most desirable seaside communities. Working with a high-performing and respected team, you will help shape Oak Bay's future and make a meaningful contribution to the community.

You are personable and positive; an astute leader who motivates others and brings the strategic, operational, and leadership skills needed to thrive in a complex local government environment. You inspire confidence and bring exceptional communication, interpersonal, and strategic planning abilities, along with a strong commitment to service, results, and the execution of strategy.

With integrity and clarity, you build consensus and collaborate effectively with elected officials, Indigenous communities, business owners, and residents. You are inclusive, open, decisive, and flexible, capable of leading a management and unionized team to implement Council priorities with innovation and continuous improvement.

You care deeply about organizational well-being, team development, and a resilient, positive workplace culture. You are committed to building strong relationships with the ləkʷəŋən Peoples, community organizations, and other governments.

You bring a combination of significant education in business, public administration, or a related field, an understanding of the local government policy framework, and progressive senior leadership experience in complex, multi-stakeholder local government settings. Known for your principles, accountability, and empathy, you are guided by values of Integrity, Respect, Leadership, Vision, and Inclusion and are recognized for driving positive corporate change.

If you're an accomplished leader with a passion for community building and a record of success, we invite you to consider joining the District of Oak Bay as our next CAO. We offer a competitive salary of \$206,000 to \$237,000, support for professional development, an inclusive workplace, and the opportunity to make a lasting community impact.

Interested candidates are invited to contact Paul Murray at brentwoodadvisory@proton.me
Applications will be accepted on-line at brentwoodadvisory@proton.me until July 26th, 2025.