



## Director, Corporate Services

### DISTRICT OF TOFINO

#### Tofino, BC

Reporting to the Chief Administrative Officer and a key member of the senior leadership team, the Director of Corporate Services (Director) is appointed as the Financial Officer for the municipality and is assigned the responsibility for overall financial management and overseeing legislative processes. These duties include ensuring the collection, investment, and expending of funds as authorized, ensuring accurate financial records and the safe keeping of these records, and exercising control and supervision over all other financial affairs of the municipality including budget and audit, planning and policy development, debt, investment and risk management, and asset management. Working closely with Mayor, Council, and the senior management team, the Director will provide advice, guidance, and direction on financial matters to the Chief Administrative Officer, department leaders, and Mayor and Council as required.

A key member of the senior management team, the Director oversees the District's appointed Corporate Officer and is responsible for ensuring effective management of municipal bylaws and policies, records management in accordance with legislative requirements, and handling freedom of information requests. The Director is also responsible for corporate communications and ensuring that all public meetings and elections are run appropriately and effectively.

The ideal candidate is an innovative and motivational leader who has had responsibility for providing effective financial leadership in a complex and progressive organization. Vision-oriented with strong interpersonal skills, the candidate will bring a genuine belief in the value of public participation and the proven ability to develop credibility and work effectively with elected officials, employees, and external partners. The Director will also possess a solid background in public/government administration at the municipal level and demonstrate a solid working knowledge of governance policy, information management, and the municipal election process. They will bring considerable experience working with a wide range of partner groups to implement new initiatives and can move from consultation to results in an inclusive and collaborative way. The ideal candidate takes a creative and problem-solving approach in providing senior policy advice to the senior management team and Council and brings a high degree of tact and sensitivity in implementing the work of the Corporate Services Department.

*The targeted salary range for this position is \$114,333 - \$131,418 annually, supplemented by a competitive total rewards package, which includes a recently renovated 2-bed, 2-bath home that's available to rent.*

This is a unique opportunity to become part of the vibrant future of the District of Tofino. If you are self-motivated, enjoy both responsibility and accountability, and are ready for the challenges facing this sought-after financial leadership role, please visit our website and submit your application to **Jennifer Madden** and **Matthew Bell** at [www.pfmsearch.com](http://www.pfmsearch.com).

*Tofino, which is situated within the traditional territory of the Tla-o-qui-aht First Nation, is best described as stunning and often referred to as one of the most beautiful places on Earth. Located on the west coast of Vancouver Island and home to approximately 2500 residents, Tofino is one of the top destinations to visit on Vancouver Island. Known as a balanced community, it has earned a reputation as a year-round tourist destination and is respected internationally for spectacular scenery and all-season recreation including world-class beachcombing, whale watching, kayaking, wilderness hiking, deep-sea fishing, and winter storm watching. To achieve its mission of efficiently providing services that enhance the quality of life for residents and visitors, the District of Tofino is looking to attract an accomplished municipal executive as Director of Corporate Services.*



**PFM**  
EXECUTIVE SEARCH

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