



CAREER OPPORTUNITY

Deputy Director of Corporate Services

Regular Full-Time (\$116,498.20 - \$133,569.80/annually – 2024 Rates)

Located on the traditional, ancestral and unceded territory of the ləkʷəŋən Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is committed to recognizing and celebrating their historic and ongoing connection to these lands.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The Corporate Services department is pleased to be seeking its next Deputy Director of Corporate Services to incite meaningful change across the municipality. The role presents opportunities to promote the growth and elevation of the Corporate Services team, and to serve as a member of the organization's Leadership Team. To be successful, you will bring a wealth of local government knowledge, Corporate Services experience, and possess strong supervisory and leadership skills. Whether you are in search of the next step in your career, or a local government professional looking for a new challenge, we welcome your application!

Reporting to the Director of Corporate Services, the Deputy Director of Corporate Services is responsible for providing administrative and organizational support to Council and its Committees. The Deputy Director of Corporate Services assists in directing the operations of the Corporate Services Department, handles administrative detail, supervises staff, and provides information, assistance, and guidance to internal and external contacts. Responsibilities include acting as the Records Manager, Freedom of Information (FOI) Coordinator and Privacy Officer, Deputy Chief Elections Officer, and performs the duties of the Deputy Corporate Officer as defined in the Local Government Act.

Our ideal candidate has an undergraduate degree, preferably in Public Administration or a related field, a Certificate in Local Government, and a minimum of three (3) years of prior job-related experience. A CMC Designation is considered an asset. An equivalent combination of education and experience may be considered.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, employee engagement events, work-life balance, and a staff membership to the weightroom, fitness classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on July 15, 2024**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines, in more detail, the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*