Deputy Director of Corporate Services

The District of Oak Bay is a picturesque oceanfront community within the Greater Victoria Region, with a population of over 18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining a sense of community and charm. With a progressive Council and Leadership Team in place, the District is now seeking a *Deputy Director of Corporate Services.*

If you have an interest in being part of a staff team dedicated to providing outstanding customer service, striving for service excellence and working to continue making Oak Bay one of the most desirable places to live, work and play in Canada then please consider joining our team!

Reporting to the Director of Corporate Services, the Deputy Director assists in directing the operations of the Corporate Services Department, handles detail, supervises staff, and provides information, assistance and guidance to internal and external contacts. Responsibilities include acting as the Records Manager, Freedom of Information Coordinator, Deputy Chief Elections Officer, and performs the statutory duties of the Corporate Officer.

Our ideal candidate will have an under graduate degree, preferably in Public Administration or related degree supplemented by a minimum of 3 years prior job related experience. A Local Government Certificate would be an asset. An equivalent combination of education and experience may be considered.

The position offers a competitive salary, a comprehensive benefits plan, a supportive work environment and continued career and professional development. The District of Oak Bay is a respectful workplace and is committed to fostering a culture of teamwork, continuous improvement and accountability.

We would like to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence by 4:30pm on April 9, 2020 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.