



## CAREER OPPORTUNITY

### Deputy Director of Community Building and Planning Services Regular Full Time (\$105,363 - \$120,854 annually – 2021 Rates)

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The District of Oak Bay is a picturesque oceanfront community within the Greater Victoria Region. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining a wonderful sense of community and charm. Our progressive organization is committed to citizen engagement and customer service with a strong sense of pride in the connection between the municipality and the 18,000+ residents.

The Community Building and Planning Services Department is pleased to be recruiting a Deputy Director to join our team. This new position plays a pivotal role in achieving the department's goals by overseeing planning application processing, providing project management for policy development and strategic planning initiatives, while also working to enhance service delivery at the municipality. If you want to be part of a team of staff dedicated to providing outstanding customer service and working collaboratively 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 Community Building and Planning Services, the Deputy Director is responsible for a variety of work, which includes providing advice, guidance, and direction on planning matters to Council and other senior staff, and leading and supervising planning staff and project consultants.

Our ideal candidate has graduated from a post-secondary institution with a minimum of a bachelor's degree in planning, with five years of progressively responsible leadership experience in a municipal or similar environment. Membership or eligibility for membership in the Canadian Institute of Planners is considered an asset.

In addition to a competitive salary, we offer excellent benefits, a supportive work environment, continued career and professional development opportunities, and the potential for flexible work arrangements. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

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 December 10, 2022** with a resume and cover letter to:

[oakbayjobs@oakbay.ca](mailto: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 greater detail the key accountabilities and required qualifications.

**The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.**

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