



## **CAREER OPPORTUNITY**

### **Executive Assistant to the Mayor and Chief Administrative Officer**

**Regular Full-Time (\$39.63/hour - \$45.44/hour – 2023 Rates)**

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The District of 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.

An exciting opportunity for an ambitious and highly motivated administrative support professional lies ahead with the District of Oak Bay! If you are a natural relationship builder, thrive in a fast paced environment, and have a high degree of confidentiality, diplomacy, and attention to detail, we welcome your application for this dynamic role.

Reporting to the CAO, the Executive Assistant is responsible for providing confidential executive administration support to the Mayor and CAO as well as administrative support to the Strategic Initiatives team. The Executive Assistant helps the District deliver excellent service by performing a wide range of professional administrative duties and relatively complex administrative, research and outreach support and coordination under tight deadlines, requiring a high level of accuracy, discretion, and discernment.

Our ideal candidate has an undergraduate degree or diploma in Public Administration, Business Administration, or a related field and a minimum of five years of directly related and progressive experience including working with senior level staff. Local government experience is preferred. An equivalent combination of education and experience may be considered.

In addition to a competitive salary, we offer a supportive and collaborative work environment with continued career development and professional development opportunities. As an employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence by **4:30pm on April 20, 2023** 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.*