



CAREER OPPORTUNITY

Director of Corporate Services

Regular Full-Time (\$146,036 - \$167,458/year – 2024 Rates)

Located on the traditional, ancestral and unceded territory of the lək'wəḡən 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 and waters.

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 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.

With a progressive Council and leadership team in place, the District is seeking a *Director of Corporate Services* to fill a unique leadership role within the organization. If you are a professional seeking to be a key member of an organizational team that is dedicated to providing outstanding customer service; striving for service excellence; innovating to optimize organizational efficiencies; while also serving to maintain Oak Bay as one of the most desirable places to live, work and play in all of Canada, then please consider the District of Oak Bay as your employer of choice!

Reporting to the Chief Administrative Officer, the *Director of Corporate Services* is an integral member of the senior leadership team who serves as the District's statutory Corporate Officer and is responsible for the leadership and management of the District's legislative functions including Legislative Services, Archives, Records Management, and obligations under the Freedom of Information and Protection of Privacy Act. The District is seeking a highly motivated corporate professional who fosters a highly collaborative and inclusive work culture, possesses superior communication skills, both written and verbal, and demonstrates a solution-oriented approach with the ability to quickly and expertly respond to emerging priorities or issues. The Director is supported by a Deputy Director, two Legislative Services' Coordinators and a part-time Archivist.

Our ideal candidate will have an undergraduate degree in public or local government administration or a related field with a minimum of six years of senior corporate services leadership/management experience working in a local government setting, or an equivalent combination of education, training, and experience.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, opportunities for flexible work arrangements, employee engagement events and work-life balance. 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 **4:30 p.m. on Tuesday, November 4, 2025**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at www.oakbay.ca/careers, which outlines, in more detail, the key accountabilities and required qualifications.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you have been shortlisted and require accommodation throughout the hiring process, we would be pleased to discuss how to best accommodate your needs.