

District of Sooke
“Where the Rainforest Meets the Sea”



Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbour and is a scenic half-hour drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

Director of Corporate Services

The District of Sooke is seeking a dynamic leader to join our Senior Leadership Team. Reporting to the Chief Administrative Officer, the Director of Corporate Services is responsible for the management of the District's legislative functions, as well as other administrative business areas and staff. This position is designated as Corporate Officer, as outlined in the Community Charter and the Local Government Act, and will have a thorough working knowledge of the legislative, legal, and corporate responsibilities in BC's local government legislation. The Corporate Officer performs all statutory duties as required, and provides procedural advice to Mayor and Council.

The ideal candidate will have at least 5 years' experience and formal education in the areas of law, public administration or political science. Experience in a formal leadership/supervisory role is an asset, as well as a superior ability to establish and maintain effective and collaborative relationships with volunteers, District staff, elected officials, and stakeholders.

This exempt position is full-time, permanent management position and includes a comprehensive benefits package and competitive salary that is commensurate with qualifications and experience.

Please submit your detailed resume and a cover letter outlining your interest in this opportunity to: hr-jobs@sooke.ca

Closing date for receipt of applications is 4:30 p.m. Wednesday, March 22, 2017.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.