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## Manager of Legislative Services

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Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbor, 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.

The District of Sooke has an employment opportunity for the position of Manager of Legislative Services.

The Manager of Legislative Services is responsible for the management of the District's legislative functions and responsibilities. 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 local government legislation.

To be considered, applicants should have:

- A degree in Public Administration, Law, or Political Science, including course work in municipal government. A graduate degree is an asset.
- Certification in Local Government Administration, Certified Municipal Clerk designation is an asset.
- Minimum three (3) years' experience in a supervisory role in a municipal administration, preferably in a Municipal Clerk's Office.
- Experience managing a municipal election.
- Superior writing and communication skills.
- Strong public speaking skills and experience making presentations to Council.
- Demonstrated ability in effective leadership and management.

This position is exempt from all associations and unions within the District of Sooke. The District of Sooke offers a competitive salary plus an excellent management benefits package.

To view the full job description, visit the employment page of our website at [www.sooke.ca/employment](http://www.sooke.ca/employment)

Please indicate the position you are applying for in the subject of your email, and submit your detailed resume and cover letter outlining your interest and experience for this opportunity to:

[hr-jobs@sooke.ca](mailto:hr-jobs@sooke.ca).

**The closing date for receipt of applications is 4:30 p.m. on Friday, May 12, 2017.**

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