
Director of Corporate Services/Corporate Officer

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." 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.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has a permanent employment opportunity for a Director of Corporate Services/Corporate Officer. Reporting to the Chief Administrative Officer, the Director of Corporate Services/Corporate Officer performs the function of Chief Elections Officer, arranges support to Council/Boards/Committees, develops and implements administrative policies and long-range department plans, prepares operating and capital budgets, and champions the District of Sooke's corporate mission and values. This position is designated as Corporate Officer, as outlined in the Community Charter and the Local Government Act, adheres to those responsibilities identified in section 148 of the Community Charter, oversees the municipal elections process, and is responsible for the BC Freedom of Information and Protection of Privacy Act compliance. The Director of Corporate Services/Corporate officer provides supervision, management, leadership, technical expertise and related communications, human resource administration, project management, and policy and bylaw management to Corporate Services and associated Departments including the Bylaw Department.

To be considered for this role, applicants should have the following qualifications:

- A University 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 of eight (8) years progressive experience at a senior management level of municipal government or other public sector organization including at least five (5) years in a supervisory capacity.
- Experience managing a municipal election.
- Extensive knowledge of principles/practices and legal requirement pertaining to the development and adoption of bylaws, contracts, agreements, and other statutory documents.
- Demonstrated ability to build and maintain effective working relationships and facilitate collaboration with Council, staff, and other stakeholders.
- Excellent analytical, problem solving and decision-making skills.
- The ability to communicate effectively and persuasively articulate high-level information to diverse audiences and organization levels.

This position is removed from the bargaining unit. The 2023 rate for the Director of Corporate Services/Corporate Officer is \$148,220/Yr., plus an excellent benefit package. To view the full job description and to **apply online**, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is 9:00 p.m. on September 29, 2023.

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