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## Deputy Director of Corporate Services

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Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbour, and is a scenic forty-five (45) minutes' 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 a permanent employment opportunity for a Deputy Director of Corporate Services. Reporting to the Director of Corporate Services (Corporate Officer), the Deputy Director of Corporate Services assists with the functions related to the statutory duties and responsibilities of the Corporate Officer. The Deputy Director of Corporate Services exercises considerable independent judgment, initiative, tact, courtesy, and diplomacy in processing assignments, while maintaining confidentiality for all files that are of sensitive nature.

To be considered for this role, applicants should have:

- A post-secondary degree or diploma in Public Administration or in a related field, or an equivalent combination of education, training and experience.
- Professional Certificate in Local Government Administration (PADM) or currently actively pursuing certification.
- A minimum three (3) years related administrative experience in a local government environment, working knowledge of legislation, records management practices and operational functions of municipal government.
- Supervisory experience would be considered an asset.
- A valid Class 5 B.C. Driver's Licence.

This position is exempt from the bargaining unit. The salary for the Deputy Director of Corporate Services is \$110,000 - \$120,000/year commensurate with skills and experience, plus an excellent benefit package.

To view the full job description, please visit the employment page of our website at:

[www.sooke.ca/employment](http://www.sooke.ca/employment).

Please indicate **2024-008 Deputy Director of Corporate Services** in the subject of your email, and submit your detailed resume and cover letter, in pdf format, outlining your interest and experience

for this opportunity to: [hr-jobs@sooke.ca](mailto:hr-jobs@sooke.ca).

**Closing date for receipt of applications is midnight Friday, March 29, 2024.**

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