



DIRECTOR OF CORPORATE SERVICES

Temporary - Maternity Leave Coverage

The City of Duncan is seeking an experienced professional to join our executive management team as Director of Corporate Services for approximately 6 to 7 months to provide maternity leave coverage, beginning in December, 2017.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful walkable blocks enhanced by 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, and world class trails. This compact city offers high quality living and acts as the commercial centre serving a population of approximately 80,000 people.

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services is responsible for directing and coordinating activities related to the statutory requirements of corporate administration as set out in the *Community Charter* and the *Local Government Act*. In addition, the Director of Corporate Services will be the Chief Elections Officer for a referendum on amalgamation in the spring of 2018. The Director of Corporate Services is the Freedom of Information/Privacy Head and oversees bylaw enforcement for the municipality.

A recent and detailed job description and required qualifications is available from www.duncan.ca

Applicants should have five years directly related experience in a local government setting, or an equivalent combination of training and experience, complemented with a certificate in municipal/public administration. Applicants are required to have experience and competency writing bylaws and policies, managing administrative processes, setting agendas, advising elected officials on legislative requirements, as well as a demonstrated commitment to the principles of confidentiality and administrative fairness. Well-developed organizational, leadership, time management, computer, written communication and interpersonal skills are also required.

The salary range for this position is competitive and includes a full range of benefits. You will not want to miss this opportunity to join a motivated team that prides itself on being progressive, proactive, and committed to Duncan.

Qualified applicants are invited to submit their detailed cover letter (including date available to start) and resume, containing full details of education, training and experience, along with three references, **IN CONFIDENCE** to the attention of, Human Resources by email to hr@duncan.ca. Applications will be reviewed as they are submitted. This posting will remain open until filled.

We thank all applicants, but only those being considered for interviews will be contacted.