

CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20241112_DCO

POSITION TITLE: DEPUTY CORPORATE OFFICER

DEPARTMENT: CORPORATE SERVICES

POSITION TYPE: FULL-TIME REGULAR EXEMPT POSITION

POSTING TYPE: INTERNAL/EXTERNAL

HOURS OF WORK: Monday – Friday between 8am – 5pm; 35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City has an exciting opportunity for a motivated, self-starting and energetic individual to join our leadership team as the **FULL TIME REGULAR DEPUTY CORPORATE OFFICER.** This position is exempt from the bargaining unit. The ideal candidate has directly related experience in a local government or public sector environment.

NATURE AND SCOPE OF WORK

Under the direction of the Manager of Corporate Services, the Deputy Corporate Officer effectively coordinates the activities and delivery of services to Council and the public, organizing corporate services functions and supervising front counter services in support of the City's strategic and operational plans. The Deputy will lead, coach, train, and mentor a small team of Corporate Services Assistants.

The Deputy Corporate Officer assists the Manager of Corporate Services in completion of duties, exercising considerable independent judgement, initiative, tact, courtesy, and diplomacy, while maintaining confidentiality for all files that are of a sensitive nature. This position is designated as the Deputy Corporate Officer as outlined in the *Community Charter* and is responsible for exercising and discharging the powers, functions, and duties in the absence of the Corporate Officer. Evening work is required to support weekly and ad hoc Council and related meetings.

Additionally, as a leader within the City of Colwood team and workplace community, you will model, promote and ensure adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at www.colwood.ca/careers





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POSITION REQUIREMENTS:

- Comprehensive knowledge of the operations and functions of the Office of the Corporate Officer and other municipal departments applicable to the work performed.
- Completion of Grade 12 supplemented by formal education in Local Government Administration and Records Management such as:
 - o Certificate in Local Government Administration
 - o Municipal Administrative Training Institute (MATI) Program
 - ARMA certificate program(s)
- Minimum five (5) years related progressive administrative experience in a local government or related environment.
- Minimum two (2) years supervisory experience.
- Thorough knowledge of the *Community Charter* and *Local Government Act*, related statutes, laws and regulations.
- CMC Designation considered an asset
- Experience providing direct support to committees, councils, boards, or commission procedures.

POSITION COMPENSATION:

The <u>recruitment range</u> for this position is \$92,094 (range minimum) to \$108,346 (range midpoint) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer will be within the <u>recruitment range</u> and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team. Please note that the full pay range extends to \$124,598 (range maximum) per annum.

- Applicants are to submit a complete application package which includes a cover letter, resume, and a listing of all personal education, training, and experience relevant to the position.
- All application packages must reference Posting ID# COC20241112_DCO and are to be submitted to the Manager of Corporate Service via <u>careers@colwood.ca</u> by 4:30pm on Friday, November 22, 2024.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.



^{*}an equivalent combination of training and experience may be considered.