



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC202400826_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.





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

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:
 - Certificate in Local Government Administration
 - 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.

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

POSITION COMPENSATION:

The recruitment range for this position is \$92,094 (range minimum) to \$108,346 (range midpoint) per annum; however, the full pay range extends to \$124,598 (range maximum) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer is expected to be within the recruitment range 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.

Using the subject line **POSTING ID# COC20240826_DCO**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Manager of Corporate Services, at careers@colwood.ca.

A review of interest will begin on Friday, September 6, 2024; but the posting will remain open until filled.





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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.

