



## **Director of Corporate Services**

Nestled in the heart of the Okanagan Valley, Summerland is a friendly town with a population of approximately 11,600 residents. Our easy access to beautiful beaches, scenic biking and hiking trails, mountains and vineyards, and our warm community spirit help make Summerland a desirable place to work and play – you can live where others come to vacation!

Summerland is seeking a self motivated, forward thinking professional to join our senior management team. Reporting to the Chief Administrative Officer, this key leadership role within the organization is responsible for overseeing the Information Technology, Bylaw, and the Legislative and Administrative functions including responsibilities for FOIPPA, legal and risk mitigation, corporate records management and acting as the Chief Election Officer. The Director of Corporate Services is assigned the responsibility of the Corporate Officer pursuant to Section 148 of the *Community Charter*.

The Director of Corporate Services provides supervision, leadership, technical expertise and related communications to their department. A strong understanding of local government legislation is required as are strong communication and excellent interpersonal skills. The successful candidate must be adept in the development of policies and bylaws and have the skills to provide guidance related to legislative and legal issues to other departments.

The preferred candidate will bring a combination of business acumen and the proven ability to provide clear reports on complex technical and policy issues, hold a degree in Public Administration, Business Administration or related field, a minimum of 7 years senior level leadership experience, a certificate in Local Government Administration, experience in the development of effective corporate policies and bylaws, and a proven track record for conducting and understanding the local government election process.

This exempt, senior management position offers a competitive salary as well as a comprehensive benefits package, pension and continued professional development. If you would like to be considered for this exciting opportunity please submit your cover letter and resume (in PDF format) to [hr@summerland.ca](mailto:hr@summerland.ca) quoting Competition number 19-07 by Tuesday, February 12, 2019. Inquiries may also be directed to Linda Tynan, CAO at 250 404-4043.

*We thank all applicants for their interest, however only those under consideration will be contacted.*