



DISTRICT OF SAANICH
LEGISLATIVE AND PROTECTIVE SERVICES

DEPUTY MANAGER, LEGISLATIVE SERVICES

Permanent Full Time Position

The District of Saanich is seeking a Deputy Manager to assist in directing the operations of the Legislative Services office by overseeing administrative detail, supervising staff, and providing information, assistance, and guidance to internal and external contacts. Assists the Corporate Officer with a variety of statutory tasks and responsibilities in accordance with legislation.

Reporting to the Director of Legislative and Protective Services/Corporate Officer, the Deputy Manager, Legislative Services provides professional management and operational support. Responsibilities include Deputy Corporate Officer and Deputy Chief Election Officer and the Deputy Manager assumes the duties of the Corporate Officer in their absence, including all statutory obligations.

The successful candidate will have an undergraduate degree, preferably in public administration or a related degree; Certified Municipal Clerk (CMC) designation or Board of Examiners Certificate in Local Government Statutory Administration (or the professional qualifications to qualify for either) is preferred; and five years of municipal experience in a similar decision-making capacity, including three years of experience in a leadership/supervisory position. An equivalent combination of education and experience may be considered.

The annual salary range for this exempt position is \$104,290 - \$122,640 (2024 rates) and includes an excellent benefits package. Role profile and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on Thursday, February 1, 2024, quoting competition 24000 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca

Applying from out of town? Take a look at what Saanich has to offer!
bit.ly/NaturalSaanich