



Deputy Corporate Officer

District of North Vancouver	Posting Date	Location	Salary Range (CAD)	Applications
dnv.org	September, 2024	North Vancouver, BC	\$116,842.20 - \$129,497.97	info@hwest.ca

Organizational Profile

The District of North Vancouver (the District) respectfully acknowledges the Coast Salish peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), and səliłwətał (Tsleil-Waututh), on whose ancestral lands the District of North Vancouver is located.

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District of North Vancouver is inspired by nature, and enriched by people. Designated one of BC’s Top Employers for six years, the District offers exciting professional development opportunities and a competitive total compensation package including a nine day fortnight and hybrid work options. This is an exciting time to join the District, as we embark on a range of initiatives to transform digital service delivery, customer experience, and our approach to climate action. Known for being a flexible, family-friendly employer with an inclusive workplace culture, the District of North Vancouver is an exceptional place to work. If you are civic-minded and interested in making an impact on people and businesses on the beautiful North Shore, consider working for the District of North Vancouver.

About the Role

Reporting to the Director, Legislative Services + Corporate Officer, the Deputy Corporate Officer will bring broad experience in all aspects of the role and be prepared to support the Director, including during absences. As a supervisor and teammate, the Deputy will utilize a collaborative and inclusive style to enhance professional practice, nurture staff development and embrace diversity. Leveraging effective communication and time management abilities, the incumbent will demonstrate tact, discretion, intelligence and professionalism in all correspondence and will proactively plan, manage and adjust their work to ensure key deadlines are met in support of organizational objectives. As a trusted advisor you will support Mayor, Council, and staff with advice on a variety of legislative matters, bylaws and council meeting related topics.

This is an exciting opportunity for a strategic leader to fill a key position with the District. The ideal candidate will hold a relevant degree with a minimum of five (5) years related experience within a local government setting. The successful candidate will have completed municipal administrations courses leading to a Certificate in Local Government Statutory Administration granted by the Board of Examiners and the Certified Municipal Clerk designation granted by the International Institute of Municipal Clerks. The successful candidate will have demonstrated technical, administrative and supervisory skills including experience overseeing local government systems, records managements, and electoral processes. The position requires a demonstrated understanding of the importance of cultivating strong relationships and be adept at providing exceptional service to Council and staff across the organization.

The salary for this position is \$116,842.20 - \$129,497.97 per annum (2024 rates) for a 35-hour work week (compressed work schedule is available)

Contact Details

Should you be interested in learning more about this unique opportunity with the District, please contact Harbour West Consulting at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.

Diversity, Equity + Inclusion: Harbour West Consulting believes equity, diversity and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone – no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.