



DISTRICT OF SAANICH
LEGISLATIVE AND PROTECTIVE SERVICES

DEPUTY LEGISLATIVE MANAGER
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; Local government certificate; Five years of municipal experience in a similar decision-making capacity, including three years of experience in a leadership/supervisory position and two years of experience administering access and privacy programs under the FIPPA legislation; A certificate in Records Management (CRM) or training and experience in library and information studies would be considered an asset; Possession of a valid Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

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 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 April 30, 2025, quoting competition 25104.**

The District of Saanich is recognized as one of BC's Top Employers for 2024. 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