

Legislative Services Manager

Come Work and Play in Campbell River

This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

WHY APPLY

- ❖ Competitive compensation package including a salary range of \$119,296 to \$140,288, group benefits and defined benefit pension plan.
- ❖ Flexible work options, including compressed work week schedules.
- ❖ Generous vacation package – 6 weeks in 1st year, 7 weeks in 2nd year.
- ❖ Relocation assistance provided.
- ❖ Make a tangible impact in your community.
- ❖ Work with a dynamic and supportive management team.
- ❖ Strengthen leadership skills and help build community partnerships.
- ❖ Live in a growing city situated along 22.5 scenic kms of ocean front along the Discovery Passage.

[Apply Now](#)

Please apply using the above link. Resumes are no longer accepted through the careers email.

When you apply: You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

This posting will close on April 6, 2025.

Questions about this position? careers@campbellriver.ca



WHAT WE'RE LOOKING FOR

- Undergraduate degree from a recognized post-secondary educational institution specializing in public or business administration, or a related field.
- 7+ years of progressive experience in a senior role in corporate administration or related field, preferably within local government.
- 5+ years of managerial experience including 3 years of direct supervisory experience preferably in a unionized environment.
- Experience working with politicians, senior staff, public, and the media.
- Considerable knowledge of the Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Parliamentary Procedures, Regulations, Bylaws, Statutes and other legislation.
- Certification as a Municipal Clerk, certificate in Local Government Administration and completion of Municipal Administration Training Institute (MATI) Program courses are considered assets.

WHAT YOU'LL BE DOING

The successful candidate will:

- Report to the Director of Corporate Services.
- Lead, coach, train and mentor a small team of professional staff.
- Oversee the City's legislative, privacy and records management functions.
- Serve as Chief Election Officer.
- Provide professional advice and guidance to Council, the Senior Leadership Team and other City departments in areas of expertise including corporate administration and regulatory processes.

We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.