

DEPARTMENT:	Community Services	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$157,590 to \$173,791
plus comprehensive benefits package			

The Community Services Department brings together several of the City’s community-facing services into one cohesive and integrated community-focused department to meet the needs and interests of the growing New Westminster community.

The City of New Westminster has an exciting opportunity for a dynamic, passionate, and service-focused professional to join our new Community Services department as Deputy Director, Community Services. Reporting to the Director, this position is part of the Department’s leadership team, manages multiple divisions, provides oversight and support for various Community Services project and policies, and provides senior level guidance and direction to all department managers, to support achievement of departmental goals and objectives. Working in partnership with the Director, the Deputy Director provides clear vision and support to the department as a whole, and is accountable for, implementation of departmental outcomes and managing risk across a broad set of priorities related to its various divisions, along with Council’s strategic priorities.

Key Accountabilities

- Assists in providing senior leadership direction and support in the planning, organization, and direction of Community Services operations, programs and initiatives.
- Actively participates in the development of Department policy, operations, procedures, and strategic plans.
- Support managers and staff by promoting and demonstrating a culture of innovation.
- Prepares, directs, and coordinates reports and presentations to Council, task forces, advisory committees, and a variety of other community interests and authorities.
- Manages staff across multiple divisions, including oversight of scheduling, assignment and review of divisional work, coaching and development of staff, and performance management including discipline, and recruitment and retention.
- Provides, in consultation with the Director, oversight of division business planning, budgeting, and financial reporting.
- Establishes and maintain effective working relationships with a variety of internal and external contacts.
- Attendance when required at Council and at other meetings.
- Fulfilling the acting Director role as required.
- Performs related duties in keeping with the purpose and accountabilities of the position.

Qualifications

- Completion of a university degree (graduate level preferred) in Public Administration, Community Development, or similar related and relevant field, and completion of courses or certificates in leadership, business management, or human resources management.
- Extensive related experience in progressively senior and complex roles that demonstrate a thorough knowledge key Community Services Departmental and supervisory functions.
- An equivalent combination of education and experience may be considered.
- Considerable experience in a public sector environment, which involved development and oversight of plans, projects and initiatives, conflict resolution, provision of excellent customer service, and exercising of sound judgement.
- Demonstrated people leadership skills and experience supervising the work of a team; and the ability to motivate, guide, mentor and support a diverse staff team.
- Knowledge of relevant concepts, practices and techniques.
- Knowledge of municipal strategies, functions and programs.
- Knowledge of the relevant legislation, bylaws, regulations, rules, policies and procedures.
- Ability to analyze complex and diversified technical and administrative problems and determine appropriate action and creative solutions.
- Ability to support divisional managers in the planning, assignment and supervision of work.
- Ability to establish and maintain effective working relationships with elected officials, directors, direct reports, local business, the public, and various other internal and external contacts.
- Well-developed planning and coordination skills to support the management of the department’s functions and integrate work with City strategic priorities.
- Effective problem-solving and decision-analysis skills to support resource allocation and determine priorities and creative solutions.
- Demonstrated experience in negotiation and conflict resolution; and ability to influence, recommend, and implement change initiatives.
- Exceptional communication and interpersonal skills.
- Ability to pass and maintain a satisfactory Police Information Check.

Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by April 21, 2025

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.  
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.