



District of Tumbler Ridge Job Opportunity

Director of Corporate Services

Competition: 2024-10

The Location:

Nestled in the foothills of the Canadian Rockies in northeastern British Columbia, Tumbler Ridge boasts an abundance of outdoor recreational opportunities, including hiking, mountain biking, and cross-country skiing. But that's not all – the town also features a world-renowned dinosaur museum, is home to one of only five UNESCO Geoparks in North America, and numerous breathtaking waterfalls, such as the iconic Kinuseo Falls standing at an impressive height of 70 meters. If you're passionate about serving and enhancing the community, Tumbler Ridge is the perfect place to do so while enjoying the town's unique offerings. Our community has an amazing quality of life with something for everyone.

The role:

Due to a retirement, the District of Tumbler Ridge (District) has an exciting career opportunity for a diligent and adaptable individual to join our management team as our new Director of Corporate Services.

The Duties:

Reporting to the Chief Administrative Officer, the successful candidate will possess proven leadership in a local government environment, superior communication skills, and thorough knowledge of the principles and practices required of the *Community Charter, Local Government Act, Freedom of Information and Privacy Act*. They will also perform the duties of Chief Election Officer and organize and administer general local elections, by-elections, and other voting approval processes for local government.

The Director of Corporate Services will also be able to work with elected officials, clearly present written and verbal information, perform multiple duties simultaneously within deadlines, and develop effective working relationships with employees, developers, Council and the public.

The Director of Corporate Services responds to all Freedom of Information and Protection of Privacy requests and strives to develop a consistent approach to the organization's records management system.

What You Bring:

- Completed post-secondary education in public administration or a related discipline and have a minimum of five (5) years experience at a professional level in public administration or local government.
- Experience in the direct supervision of staff including planning/assigning work, coaching and performance management, as well as experience in working with local government and legislative systems.
- Working knowledge of the *Local Government Act* and *Community Charter*.

- Strong leadership skills and a team player capable of working effectively in a Council and community-driven environment.
- A valid BC Driver's License

How to Apply:

If this sounds like a position for you, we would love to hear from you. Qualified candidates are encouraged to express their interest by submitting a resume and cover letter to hrcoordinator@dr.ca.

In the subject line, please indicate "Competition 2024-10".

For a full Job Description, please visit,

<https://www.districtoftumbleridge.ca/p/employment-opportunities>

Salary & Benefits:

This executive position offers a competitive salary and benefits package. The District of Tumbler Ridge can offer the preferred candidate a compensation range of **\$124,550 - \$143,160**, a commitment to ongoing professional development, and a supportive and inclusive work environment.

Deadline for Applications:

Wednesday, May 8, 2024, at 12:00 p.m.

The District of Tumbler Ridge is an equal-opportunity employer committed to diversity and inclusion. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.