



Town of Gibsons

Director of Corporate Services

The Town of Gibsons is seeking an experienced professional to join their leadership team as the Director of Corporate Services. Located at the south end of the Sunshine Coast, just north of Vancouver, Gibsons is a picturesque community of just under five thousand people. Gibsons is an award-winning municipality that boasts a blend of water and land activities, spectacular views, beaches and parks, and a keen sense of community.

Reporting to the Chief Administrative Officer, the Director of Corporate Services is appointed by Council and as an Officer of the Municipality, pursuant Section 148 of the Community Charter, is assigned the responsibility of the Corporate Officer. The position is also responsible for managing department staff and assigned functions such as records management, communications, information technology, ICBC/Motor Vehicle Branch and acts as Election Officer and Freedom of Information Coordinator.

The successful candidate will have completed post-secondary education in public administration or a related discipline and have five (5) years' experience at a professional level in public administration or local government. The preferred candidate will have experience in the direct supervision of staff including planning/assigning work, coaching and performance monitoring, as well as experience in working with local government and legislative systems. Well-developed organizational, time management, computer, and interpersonal skills are also required. The Town is looking for a Director with strong leadership skills and a team player capable of working effectively in a Council and community driven environment.

The salary range for this position is competitive and includes a full range of benefits.

If this sounds like the position for you, we would love to hear from you. Please respond with a résumé and covering letter to: hr@gibsons.ca no later than October 26, 2018.

Please see full job description on the Town of Gibsons website at: www.gibsons.ca