



## TOWN OF GIBSONS

### JOB POSTING

**POSITION:** Director of Corporate Services  
**TERM:** 14 month (maternity leave coverage)  
**DATE POSTED:** October 27, 2020  
**CLOSING DATE:** Open until filled  
**DEPARTMENT:** Administration  
**REPORTS TO:** Chief Administrative & Resiliency Officer  
**HOURS OF WORK:** Full Time - 37.5 hours per week  
**POSTING:** P#2020-16

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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.

This is an exciting and dynamic role that provides an attractive opportunity to work in a unique and distinctive municipality well known for its leadership in natural asset management.

On the job, you'll enjoy a highly progressive and supportive work culture, surrounded by people who are committed to delivering excellent service to the community of Gibsons. In your down time, Gibsons' coastal climate, arts culture, outdoor recreation and laid-back lifestyle will provide plentiful opportunities to recharge and engage in all that the beautiful Sunshine Coast has to offer.

Reporting to the Chief Administrative and Resiliency Officer, the Director of Corporate Services is assigned the responsibility of the Corporate Officer. The preferred candidate will have experience with Council and Committee proceedings and maintaining the related records of business. This position actively participates within the management team and collaborates on the development of strategic and corporate goals and objectives.

The Director of Corporate Services 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.

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The preferred candidate will have:

- 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.

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**TOWN OF GIBSONS**

*"Nature is our most valuable asset"*

- 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.
- Well-developed organizational, time management, computer, and interpersonal skills.
- Strong leadership skills and a team player capable of working effectively in a Council and community driven environment.

Please see the full job description which further outlines the required qualifications on the Town of Gibsons website at: [www.gibsons.ca](http://www.gibsons.ca).

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#### **HOW TO APPLY:**

If this sounds like the position for you, we would love to hear from you. Qualified candidates are encouraged to express their interest promptly as applications will be reviewed and processed as received.

Candidates should submit their resume with cover letter to:

Human Resources  
Town of Gibsons  
474 South Fletcher Road  
PO Box 340, Gibsons, BC V0N 1V0

Phone: 604.886.2274  
Fax.: 604.886.9735  
Email: [hr@gibsons.ca](mailto:hr@gibsons.ca)  
Web site: [www.gibsons.ca](http://www.gibsons.ca)

