

Director of Corporate Services (Competition #15-005)

The City of Cranbrook is currently recruiting for the position of Director of Corporate Services. Reporting to the Chief Administrative Officer, this position is responsible for various statutory functions under the Local Government Act and Community Charter including recommendations to Council and senior staff on procedural matters requiring interpretation of applicable legislation. The Director of Corporate Services oversees the sale and leasing of City owned lands; provides leadership to Bylaw Services and municipal RCMP administrative support; oversees the municipal transit system with B.C. Transit; and administers the General Local Election process. This position provides liaison and administration support for a variety of Municipal activities including community relations, research and special projects.

The City of Cranbrook is located in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, in close proximity to Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay with a trading base of approximately 70,000. Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Candidates for this position will hold a related degree or diploma in local government or public administration, along with at least five years of applicable management or professional experience. This position requires effective written and verbal communication, organizational and administrative skills, coupled with presentation experience. Preferred candidates will have an extensive background in interpreting, applying, and drafting bylaws, policies, and procedures. Advanced certification and post-secondary education in municipal administration, along with experience in the areas of FOI-POP, bylaw services, municipal police services, and records management would be an asset.

The City of Cranbrook offers a competitive compensation and benefits package for this management position. For more information on the City of Cranbrook, visit the City website at www.cranbrook.ca.

Interested applicants are invited to submit a cover letter and resume **by Monday, March 9, 2015** by mail or e-mail to the following address:

Human Resources, City of Cranbrook
40 – 10th Avenue South
Cranbrook, BC V1C 2M8
E-mail: hr@cranbrook.ca (*Submissions in Word or .pdf format only*)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.