



Director of Corporate Services

The Town of Osoyoos (Town) is seeking a highly skilled and motivated individual to join our team as the Director of Corporate Services. Located in the southernmost area of the Okanagan Valley, the Town has a growing population of 5,556 (2021 census). The Town of Osoyoos is a resort municipality renowned for its water-based activities, orchards, vineyards, and golf courses, as well as its varied landscape, including deserts, mountains, and valleys. Outdoor recreational opportunities throughout the area include alpine and cross-country skiing and endless walking and recreation vehicle trails that our residents enjoy all year. Visit the [Destination Osoyoos](#) website to see what we can offer!

The Director plays a key leadership role in the Town. Reporting to the Chief Administrative Officer and working closely with other senior managers. This is an exciting opportunity to play a pivotal role in the administrative processes of our municipality while managing the Corporate Services Department and providing essential human resources support. The successful candidate will possess proven leadership in a local government environment; superior communication skills; thorough knowledge of the principles, practices required of the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act* and must have project management experience and excellent organizational skills. They will also be able to work with elected officials, clearly, present written and verbal information, manage conflict, perform multiple duties simultaneously within deadlines, and develop effective working relationships with employees, developers, Council, and the public.

In addition, the ideal candidate will possess:

- Post-secondary education in a related field; Certification in Local Government Administration program preferred.
- Diploma or undergraduate degree in Local Government Management, Public Sector Management or Public Administration is preferred.
- Certified Municipal Clerk designation is preferred.
- Five years municipal experience with two years' experience as the officer responsible for Corporate Administration. Two years supervisory experience and two years' experience with Human Resources or an equivalent combination of training and experience.
- Ability to organize personnel and provide leadership in the achievement of goals and objectives;
- Strong report writing and presentation skills;
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Valid B.C. Driver's License.

This executive position offers a competitive salary and benefits package. For more information on the Town, visit <http://www.osoyoos.ca>. The Town of Osoyoos can offer the preferred candidate a compensation range of \$95,940 - \$114,242 a commitment to ongoing professional development, and a supportive and inclusive work environment. Consideration may be given to those interested in the position that do not have all the qualifications for a development opportunity. Resume deadline is 4:00 PM on **Friday, March 29, 2024**.

Town of Osoyoos
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We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.