



JOB POSTING

DIRECTOR OF ADMINISTRATIVE SERVICES

(Permanent, Full-time, Exempt position)

The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,642 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

The City of Parksville has an opening for a **Director of Administrative Services**. Reporting to the Chief Administrative Officer, this position is responsible for managing the municipality's administrative functions, while also leading initiatives related to risk management, corporate policy refinement, and project management. Leadership of the Administration department includes identifying and mitigating organizational risks, ensuring legal and legislative compliance, and improving overall operational efficiency while ensuring adherence to local, provincial, and federal regulations. The successful candidate will liaise with multiple levels of government, community members, and other stakeholders to implement initiatives and improve processes.

This position will appeal to a driven professional who understands the complexities of local government and works well in an environment where leadership, innovation, teamwork and sound planning are valued. This position requires strong people management, human resource management skills, and the ability to ensure deficiencies are addressed and performance improvement plans are in place as required.

Responsibilities include both contributing to broad organizational strategy at the senior level and providing oversight and assistance with the day-to-day provision of municipal services. The Director of Administrative Services serves the organization and leads a skilled and diverse team of exempt and unionized employees by demonstrating adherence to legislative and regulatory requirements and industry best practices; adhering to Parksville's operational guidelines, policies and procedures set out by the CAO and Council; and ensuring that municipal services are delivered in a responsible, ethical and sustainable manner.



The ideal candidate will possess a

- Master's degree in business administration, public administration, or a related field.
- Minimum of ten (10) years of progressively responsible municipal experience, including personnel management in a unionized setting, and high-level senior management experience in corporate administration, legislative services, or a related field within a local government.
- Demonstrated experience in Project Management.
- Board of Examiners Certificate in Local Government Statutory Administration is an asset.
- Certification in Risk Management (CRM) is preferred.

The City offers a competitive salary range (\$144,311 - \$165,600 per annum), depending on relevant experience and credentials) and a comprehensive benefits package including an earned day off program upon completion of probation.

To view a complete job description, visit www.parksville.ca. Applicants may apply in confidence by providing a cover letter and current resume via email to: hr@parksville.ca, **please include Director of Administrative Services in the subject line.**

This opportunity will remain open until filled. The City of Parksville thanks all applicants in advance for their interest; however, only those selected for an interview will be contacted.

If you would like to request an accommodation or assistance at any stage of the process, please contact human resources (HR@Parksville.ca) for confidential support.