



## DEPUTY CORPORATE OFFICER

(Exempt position)

Parksville is an active community of urban professionals, families with young children and retirees who have chosen to live in this community for a high quality of life and the region's stunning natural environment. Located on Vancouver Island's east coast, 12,500 residents call Parksville home. We are committed to be the city of choice for current residents and future generations, maintaining a clean, safe, friendly, economically viable and environmentally conscious community.

**The City of Parksville is seeking a temporary part-time Deputy Corporate Officer to backfill a one-year leave of absence. If you are a professional recently retired, or an individual seeking to transition into retirement or looking for a term specific project – we have a great opportunity for you. This position is required to work between 20-25 hours per week. The City is open to a flexible work schedule that may be composed of five (5) half-days or three full-days.**

Reporting to the Manager of Administrative Services/Corporate Officer, the Deputy Corporate Officer assists the Manager in fulfilling statutory and administrative responsibilities including planning, coordination and directing the efficient organization and operation of the Administration Department.

This position will appeal to a driven professional who possesses excellent time-management and organization skills with a strong attention to detail. This role will provide fulfilment to a professional who understands the complexities of local government and relishes working in a collaborative team environment.

The ideal candidate will possess a Diploma or Degree in Local Government Administration, Business Administration, Public Administration or law. The position requires a minimum of five (5) years of relevant professional experience in a local government setting.

The City offers a competitive salary range (\$79,060.00 - \$90,733.28 – subject to relevant experience and credentials) plus a comprehensive benefits package. Visit [www.parksville.ca](http://www.parksville.ca) to view the job profile.

Applicants may apply in confidence by providing a cover letter and resume no later than **Friday, October 22, 2021 at 4 pm** to the attention of Human Resources via email: [hr@parksville.ca](mailto:hr@parksville.ca).

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*