



TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with an estimated population of 13,219. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

DIRECTOR OF CORPORATE ADMINISTRATION

Full Time Position

\$149,611.48 - \$166,239.26

We are seeking an accomplished and passionate leader to join our dynamic, fun, friendly, and dedicated team as the Director of Corporate Administration. The Town of View Royal offers a competitive salary, excellent benefits package, a supportive work environment, and encourages continued career and professional development.

Reporting to the Chief Administrative Officer, the Director of Corporate Administration is responsible for the provision of administrative services for the Town, including the overall leadership of the Corporate Administration Department consisting of four regular staff and four auxiliary staff. As the appointed Corporate Officer, the Director of Corporate Administration adheres to the responsibilities identified in Section 148 of the *Community Charter*. The position is also responsible for policy and bylaw management, support for Council and committee meetings, preparation of operating and capital budgets, supervision of the municipal elections process, and oversight of the corporate records program. This high-profile role requires a professional with excellent interpersonal and communication skills and the ability to deal effectively with Council, a wide variety of internal customers, members of the community and government agencies.

The preferred candidate will have an undergraduate degree in Public Administration or related post-secondary education enhanced by a minimum of five (5) years' municipal government experience, including at least two (2) years of supervisory experience. A combination of education and municipal experience will also be considered.

A detailed job description is available at www.viewroyal.ca/employment.

Interested candidates are invited to submit a detailed résumé and cover letter no later than 4:30pm, June 16, 2025 to:

Human Resources
Competition #2025-09
Attn: Scott Sommerville, Chief Administrative Officer
Town of View Royal
45 View Royal Avenue, Victoria, BC V9B 1A6
Email: hr@viewroyal.ca

The Town of View Royal is an equitable and inclusive employer; we value the diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. If you have been shortlisted and require adjustments to enable participation throughout the recruitment process, we would be pleased to discuss how to best accommodate your needs.