



# PERMANENT FULL-TIME DEPUTY CITY CLERK

(Competition 24-36)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Deputy City Clerk. Reporting to the Director, Legislative Services, the Deputy City Clerk is responsible for ensuring that the statutory duties and powers of the Legislative Services Department are effectively and efficiently delivered by providing direction and leadership to staff responsible for coordinating all Council and Committee meeting processes and procedures. This position is designated as the Deputy Corporate Officer, as outlined in the *Community Charter* and the *Local Government Act*, and is responsible for exercising and discharging the powers, functions, and duties of the City Clerk in their absence.

## Qualifications

Applicants must have a university degree and 5 years' related experience, including proven management supervisory experience in Municipal Administration with sufficient professional qualifications to qualify for a Certificate in local government statutory administration or education and experience in law, preferably related to local government matters. An equivalent combination of education and experience may be considered.

## Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of \$121,565.71 – \$129,325.22 as well as a competitive benefits package. Relocation assistance may be provided to the successful applicant.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 24-36 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

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## Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

### Posting Date

Tuesday, March 5, 2024

### Application Deadline

Friday, March 22, 2024  
4:30 p.m.

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406  
Fax: (250) 755-4449