



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20250224_EXEC</b>
<b>POSITION TITLE:</b>	EXECUTIVE LIAISON
<b>DEPARTMENT:</b>	CORPORATE SERVICES
<b>POSITION TYPE:</b>	TEMPORARY FULL-TIME EXEMPT POSITION – <i>approximate 18-month term</i>
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>HOURS OF WORK:</b>	Monday – Friday between 8am – 5pm; 35 hours per week

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*The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.*

The City has an exciting opportunity for a motivated, self-starting and energetic individual to join our team as the **TEMPORARY FULL TIME EXECUTIVE LIAISON** for an approximate 18-month term. This position is exempt from the bargaining unit. The ideal candidate has directly related experience in a local government or public sector environment.

### **NATURE AND SCOPE OF WORK**

Under the direction of the Manager of Corporate Services, the Executive Liaison works in a challenging, fast-paced environment and provides a broad range of senior administrative support services to the Chief Administrative Officer (CAO), Mayor, Council, and Senior Management team. The work is varied and complex and both a responsive and proactive approach to this role is necessary.

The Executive Liaison provides regular assistance to the Mayor and CAO to manage and prioritize communications and activities; research and prepare information; liaises and builds strong working relationships with a wide variety of internal and external contacts and community partners; and works with committees as required. In doing so, the Executive Liaison ensures confidentiality, tact, discretion, and sensitivity in all aspects of the work, and possesses strong organizational, administrative, research and analytical skills, and exercises sound judgement.

Additionally, as a team member within the City of Colwood team and workplace community, the Executive Liaison models, promotes and ensures adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

**A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)**





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### POSITION REQUIREMENTS:

- Completion of Grade 12 supplemented by formal education in Local Government Administration such as:
  - Certificate in Local Government Administration
  - Municipal Administrative Training Institute (MATI) Program
- Minimum five (5) years related progressive administrative experience in a local government or related environment.
- In addition, considerable knowledge of local government, Council, committee and related official bodies and boards, including procedures along with demonstrated understanding of the Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act, bylaws, statutes, policies and related acts and regulations is required.  
*\*an equivalent combination of training and experience may be considered.*
- The ability to work varied hours is required.

### POSITION COMPENSATION:

The **recruitment range** for this position is **\$71,838.09 (range minimum) to \$84,515.39 (range midpoint) per annum** however the full pay range extends to \$97,192.70 (range maximum) per annum. Please note that in alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's pay offer will be within the **recruitment range** and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team. The City is pleased to offer a comprehensive benefits package.

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- Applicants are to submit a complete application package which includes a cover letter, resume, and a listing of all personal education, training, and experience relevant to the position.
  - All application packages must reference Posting ID# COC20250224\_EXEC and are to be submitted to the Manager of Corporate Service via [careers@colwood.ca](mailto:careers@colwood.ca) by 4:30pm on Thursday, March 6, 2025.
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*The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.*

*We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.*

