



District of Lillooet
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Corporate Officer

Full Time, Permanent Exempt Position

Closing Date: Tuesday, October 15, 2019 at 4:30 pm

Lillooet sits on the banks of the Fraser River in a beautiful valley rich with agriculture, and surrounded by forested mountains. Adjoining valleys host rivers, creeks and lakes creating a paradise for outdoor enthusiasts.

Those who choose to live and work here enjoy a wide variety of outdoor activities which include superb fishing, hiking, biking, hunting, boating, golfing, snowmobiling, cross-country skiing and much more. If you seek mountains of opportunity, where you can build your career and be proud to be part of the community you live, work and play in, Lillooet awaits!

The District of Lillooet invites applications for the exempt full-time position of Corporate Officer. Reporting to the Chief Administrative Officer, the Corporate Officer is a member of the Senior Management team committed to achieving Council's goals of transparent, affordable and accountable government. Considerable knowledge of the Community Charter, the Local Government Act, the Freedom of Information and Protection of Privacy Act, Robert's Rules of Order and Record Management practices is preferred.

Without restricting the general nature and scope of the work, the following are illustrative examples of work:

- Perform statutory duties of the Corporate Officer as stated under Section 148 of the Community Charter
- Prepare agendas and minutes for Council and Council Committees
- Provide parliamentary advice and assistance to Council, senior staff and the general public regarding legislated services and requirements
- Attend Council and other meetings
- Distribute and track assignments arising from Council meetings
- Act as Chief Election Officer, organize and conduct local government elections and other voting opportunities in accordance with provincial legislation and bylaws of Council
- Designated Freedom of Information and Protection of Privacy Coordinator
- Oversee the records management system
- Research, draft and manage legal documents including bylaws, agreements and policies

The successful candidate will be a highly motivated professional with excellent written and verbal communication skills and the ability to maintain confidentiality, tact and diplomacy. In this position you must be comfortable managing an active schedule of competing priorities and capable of working independently or as part of a team, self-motivated and results oriented.

Required Training and Experience

Post-secondary education with major courses in Public Administration or an appropriate discipline. Extensive experience in an administrative capacity, preferably in Local Government.

To be considered for this excellent opportunity, please send a cover letter and resume by 4:30 p.m. on Tuesday, October 15, 2019 to Cindy Kennedy at ckennedy@lillooetbc.ca. We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.