



District of Lillooet

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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!

Deputy Corporate Officer

The District of Lillooet invites applications from qualified persons for the full-time position of Deputy Corporate Officer. Reporting to the Chief Administrative Officer, the Deputy Corporate Officer will become part of a Senior Management team aimed at fulfilling Council's goals of transparent, affordable and accountable government. This position is responsible for performing a variety of professional administrative duties including Council agenda preparation, recording and transcribing meeting minutes and maintaining administrative records. Other responsibilities include preparing and processing correspondence, records management, Freedom of Information requests, event coordination and other municipal functions as well as taking affidavits and oaths, coordinating agendas for Council appointed committee meetings and other work of a complex and often confidential nature.

The successful candidate will be a highly motivated professional with excellent written and verbal communication skills, have a working knowledge of local government legislation and procedures along with education and experience relative to this position. You must be comfortable with a busy schedule of competing priorities, capable of working independently or as part of a team, self-motivated and results oriented.

To be considered for this excellent opportunity, please send a cover letter and resume **by 4:30 p.m. on Friday, February 15, 2019** to Paula McKinnon at pmckinnon@lillooetbc.ca.

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.

SCHEDULE “E”
POWERS, DUTIES AND FUNCTIONS OF THE DEPUTY CORPORATE
ADMINISTRATOR
(DEPUTY CLERK)

1. Statutory

- (a) In the absence of the Financial Administrator or Deputy Financial Administrator, accept and receipt monies paid to the town;
- (b) Assume the duties of the Corporate Administrator, as assigned, from time to time or in their absence;
- (c) Issue applications and licenses for all inspection services, business licensing, and animal control and bylaw variances and the follow-up therefore.
- (d) Certifying copies of bylaws and other documents; as required or requested;
- (e) Administering oaths and taking affidavits, declarations and affidavits required to be taken under the Local Government Act or *Community Charter* in relation to municipal matters.

2. General Administration

- (a) Manage District recreation facilities including user reservations, receipt of applications and bonding, annual rental contracts, renter’s liability coverage and building security and maintenance;
- (b) Manage the District office.
- (c) Secretary to Chief Administrative Officer;
- (d) Maintain and update Policy Manual from time to time as required;
- (e) Maintain records management system;
- (f) Provide assistance to other District departments from time to time as may be required.
- (g) Produce and edit monthly newsletter published by the District;
- (h) Assist other departments where possible.

3. Meetings

- (a) Prepare meeting agendas, prepare and distribute minutes and initiate correspondence for Council, its committees and commissions, as necessary;
- (b) Take minutes at meetings of Council, Committees and Commissions as required;
- (c) Ensure that agendas, minutes of all meetings and records are stored as per regulatory requirements and that backup information of agendas, minutes, records and correspondence is saved and stored;
- (d) Provide information and advice to the Corporate Administrator or Chief Administrative Officer regarding any matter of an administrative nature.