



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 of the community you call home, Lillooet awaits!

Legislative Assistant

The District of Lillooet invites applications from qualified persons for the full-time, exempt position of Legislative Assistant. Reporting to the Corporate Officer & Planner, the Legislative Assistant will assist the Senior Management team in fulfilling Council's goals of transparent, effective, and accountable government. This position is responsible for performing a variety of professional administrative duties including, but not limited to:

- General confidential secretarial support and administrative functions for Senior Staff,
- Council and Committee agenda and minutes preparation, including attending Council meetings as minute taker. (experience with iCompass meeting software is an asset);
- Tracking and consolidating bylaws;
- Processing confidential material, documentation, reports, agreements, and maintaining administrative records;
- Preparing and processing correspondence;
- Records Management;
- Reviewing and preparing various application files;
- Assisting with fulfillment of Freedom of Information requests;
- Event coordination and other municipal functions;
- Processing advertisements, public notifications and other communications as directed;
- Performing research as directed by Senior Staff;
- On occasion, providing coverage for front counter staff at Municipal Hall; and
- Other work of a complex and often confidential nature.

The successful candidate will be a highly motivated professional who can communicate professionally with all levels of the organization and other levels of government, have a working knowledge of local government legislation and procedures along with education and experience relevant to this position. You must be comfortable with a busy schedule of competing priorities, capable of working independently and as part of a team, self-motivated and results oriented.

To be considered for this opportunity, please send a cover letter and resume **by 4:30 p.m. on Friday, June 19, 2020** to Kevin Taylor at ktaylor@lillooet.ca.

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