

Deputy Corporate Officer Employment Opportunity

The District of Vanderhoof has an opening for a **Deputy Corporate Officer**. The District of Vanderhoof is a friendly and welcoming community of 4,400 people, situated along the Nechako River in the geographical centre of British Columbia. Vanderhoof is truly at the “Heart of it All” when it comes to lifestyle, affordable living and employment opportunities. Vanderhoof is an active community with great indoor/outdoor recreation facilities and trails.

The Deputy Corporate Officer is an excellent position for an enthusiastic, highly motivated individual. The Deputy Corporate Officer will assist the Corporate Officer in overseeing the District’s legislative requirements including the preparation of Council meeting agendas, minutes and Council reports and providing administrative and organizational support to Council and its Committees. The Deputy Corporate Officer will provide relief in the absence of the Corporate Officer. The Deputy Corporate Officer will be required to complete records management tasks as per the Local Government Management Association and Freedom of Information and Protection of Privacy Act standards. In addition, the Deputy Corporate Officer will participate in research for the completion of bylaws, policies and other legislative documents. The Deputy Corporate Officer will act as the Deputy Election Officer during local elections.

The successful candidate will possess:

- A minimum two years of work experience in a local government setting
- Diploma in public administration or related post-secondary education
- Knowledge and experience with the relevant Acts and Regulations
- Knowledge and experience with agenda preparation software, such as ICompass
- Proficiency with MS Office programs
- A proven ability to undertake research, communicate effectively and manage frequent and competing deadlines
- Superior written and verbal communication skills
- Positive and energetic approach to work

**This posting does not list all the duties of the position, nor does it fully detail the required skills, knowledge and abilities, licences and certificates required of candidates.*

Position Status:

Exempt full-time position; Monday - Friday 8:30 am – 4:30 pm with a 1-hour lunch break from 12-1pm

Hours of Work:

35 hours per week

Closing Date:

May 7, 2021 at 4:30pm

To Apply:

Please visit the District of Vanderhoof’s Career Portal at www.vanderhoof.ca to apply for this position. Please note that all candidates must apply via the Career Portal; *we do not accept resumes via email or hard copy.*



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Any questions regarding the position may be directed to Kendra Kinsley, Corporate Officer, at corporate@district.vanderhoof.ca or 250-567-4711 ext. 119

We want to thank all applicants, however only those chosen for an interview will be contacted.