



## **DEPUTY CORPORATE OFFICER/ EXECUTIVE ASSISTANT**

Hope is at the centre of one of the most unique and desirable regions in British Columbia. Located at the base of the Cascade Mountains, the area and region provides world class outdoor recreation opportunities. Exceptional fly fishing, mountain biking, hiking and backcountry adventure can be accessed directly from town. Less than two hours from Vancouver, Hope has become the recreation playground for the Lower Mainland, welcoming guests from the rest of Canada, the United States, and Europe. Hope offers an exceptional four season lifestyle and merges modern development with traditional industries. The District has a population of 6100 with an area population of over 10,000.

Reporting to the Director of Corporate Services and working with Council, the CAO, staff, and the community, your primary responsibility is assisting the department in meeting the legislative requirements set out in the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act, Interpretation Act* and other relevant statutes for the administration of those Acts. As the preferred applicant, you must have a sound understanding of public sector management, municipal organization, the above noted acts, Roberts Rules of Order and extensive experience working with people. Assisting the Corporate Officer in a wide variety of portfolios you will require some experience and knowledge of the following sectors: bylaw enforcement, human resources, records management, Freedom of Information, contracts, leases and agreements.

Specific responsibilities are outlined in the Job Description which include, but are not limited to: providing confidential administrative support to Council, Committees, the Chief Administrative Officer and the Director of Corporate Services, preparing Council agendas, minutes, reports, bylaws policies and procedures, statutory notices and assume a leadership role in the municipal election process.

We require a community oriented person who thrives in a fast-paced environment with exceptional interpersonal and communication skills. Desired qualifications include:

- A Diploma in Public Administration or related discipline
- Five years experience in local government, preferably in the Corporate Services Department and experience in some bylaw enforcement matters
- Demonstrated knowledge of Elections, Roberts Rules of Order, FOI and policy development
- Strong computer skills (MS Office, word, excel and power point, outlook, publisher, etc.)
- Exceptional interpersonal, written and verbal communications skills
- Experience consulting the public, working with councils, boards, committees and commissions and the community.

The salary range for this position will be dependent on qualifications and experience; also includes an excellent benefit package.

A detailed resume, accompanied with a cover letter detailing your interest in working for the District of Hope should be forwarded in confidence no later than 12:00 noon Friday June 23, 2017 to the attention of:

Donna Bellingham, Director of Corporate Services  
(email: [dbellingham@hope.ca](mailto:dbellingham@hope.ca))  
**zip files will not be accepted, preference are pdf files**

325 Wallace Street, P.O. Box 609 Hope, B.C. V0X 1L0  
Phone: 604-869-5671 Facsimile: 604-869-2275  
Website: [www.hope.ca](http://www.hope.ca)

***The District of Hope thanks all applicants for their interest, however only those candidates selected for an interview will be contacted.***