



MANAGER OF LEGISLATIVE SERVICES

A picturesque community of more than 11,200 residents, the District of Summerland boasts a small town atmosphere, beautiful outdoor environment and a great quality of life. Over the last several years, Summerland has prospered with award winning wines and agritourism. Nestled in the heart of the Okanagan Valley on the shores of Okanagan Lake, Summerland enjoys a semi-desert climate with mild, short winters and hot, dry summers. Residents and tourists enjoy easy access to spectacular beaches and parks, scenic biking and hiking trails, beautiful orchards and vineyards and many boutique retail and dining opportunities.

The District of Summerland is seeking a highly motivated individual to join our Corporate Services team. In this position, your focus will be to provide administrative and legislative support to our organization.

Under the direction of the Director of Corporate Services, you will assist the organization in meeting the legislative requirements set out in the *Community Charter*, *Local Government Act*, and other relevant statutes. You will fulfill the role of Deputy Corporate Officer and play a key role in local elections, FOI requests, and administration of the records management system. Preparation of agendas, minutes, reports, bylaws, policies, and statutory notices will be key components of the position. You will also supervise the department's Bylaw Enforcement Officer/Business License Inspector and Secretary.

The ideal candidate is an energetic team player who thrives in a fast-paced dynamic environment, with the flexibility to adapt to new and changing demands, and possess exceptional interpersonal and communication skills. Supervisory, organizational and time management skills are a must. The individual will handle confidential material with discretion and integrity and have thorough knowledge of office procedures and practices. With a minimum of 3 years' related experience, the ideal candidate will demonstrate sound knowledge of local government operations and will possess either a diploma in public/business administration or related post-secondary degree.

This exempt, management level position offers a competitive salary as well as a comprehensive benefits package.

Interested applicants should send a cover letter and resume to hr@summerland.ca by 4:00 pm on Friday, December 11, 2015.

We thank all applicants in advance for their interest, however; only those under consideration will be contacted. The District of Summerland is committed to employment equity. We encourage all qualified individuals to apply.