



*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

**External Job Posting**

<b>Position:</b>	<b>Manager of Legislative Services</b>
<b>Status:</b>	Temporary Full-Time (anticipated end date November 1, 2026)
<b>Work Area:</b>	Corporate Administration
<b>Posting Date:</b>	July 30, 2025
<b>Closing Date:</b>	August 15, 2025

**GENERAL SUMMARY**

Under the general direction of the Director of Corporate Administration, the Manager of Legislative Services assists the Director in fulfilling statutory responsibilities and planning, coordinating and directing the efficient organization and operation of the Corporate Administration Department.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Reports to the Director of Corporate Administration on all matters and, during absences of the Director, acts on behalf of same.
- Maintains courteous and positive public relations with customers, including residents of the community, representatives of organizations and other District staff, by delivering quality customer services.
- Relieves the Director of Corporate Administration of administrative detail and, as the Deputy Corporate Officer, is responsible for statutory requirements including coordination of Council meetings, agendas, reports and minutes.
- Ensures adequate staffing for all meetings; routes correspondence, minutes and reports for required action; processes enquiries; answers complaints and a variety of correspondence.
- Plans, assigns and supervises the work of customer service and administrative support staff engaged in providing support services to the Corporate Administration Department.
- Provides guidance to District staff regarding meeting procedures and legislative requirements and processes.
- Performs research studies of an administrative and technical nature; drafts bylaws, policies and agreements; and prepares a variety of correspondence, reports and records.
- Provides a variety of information, advice, interpretations and assistance to internal and external customers concerning bylaws, policies, regulations, procedures, Council and Committee actions and decisions.
- Assists the Director of Corporate Administration in directing municipal elections and other voting opportunities; acts as Chief Election Officer in the Director of Corporate Administration’s absence.
- Supervises the preparation of Council and Committee Agendas, attends meetings and records proceedings of Council and Committees as required, edits resulting minutes and correspondence, and provides information and expedites required action.
- Maintains and monitors the Department work program and ensures that the Director of Corporate Administration is kept informed of priorities and deadlines.
- Manages Council meeting action tracking and follow up.
- Oversees the Council Meeting Report system and approval process.
- Maintains and controls access to a variety of confidential records and documents.

**KEY COMPETENCIES**

- Collaboration** – Building team commitment and spirit
- Developing Others** – Coaching others and providing advice relative to competency acquisition
- Managing Change** – Following through on change initiative
- Creative Problem Solving and Decision Making** – Identifying and considering options to solve a problem or issue



**Service Orientation** – Taking responsibility and action

#### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Thorough knowledge of Council and Committee procedures and the processing of District transactions.
- Knowledge of the Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act and other relevant Acts and regulations and Bylaw concerning District activities.
- Thorough knowledge of business English, writing, spelling, punctuation and arithmetic.
- Thorough knowledge of modern office procedures, practices and operation with particular reference to filing and records management systems.
- Familiarity with conveyancing terms and Land Title procedures.
- Excellent interpersonal and communications skills and ability to deal with people in a professional manner.
- Possess superior organizational skills and thorough knowledge of MS Office including Word, Excel, SharePoint and Outlook.
- Superior ability to take and transcribe minutes of official meetings, summarize discussions and maintain official records.
- Ability to draft and interpret Bylaws, policies, resolutions, reports and correspondence.
- Ability to organize, schedule and supervise staff.
- Ability to maintain good working relationships with District officials, other personnel and the public.
- Ability to serve elected officials, senior staff and the public with tact and impartiality while preserving confidentiality and sensitivity on issues.

#### **REQUIRED TRAINING, EDUCATION AND EXPERIENCE**

- A degree in Business Administration, Public Administration or a related field.
- A minimum of 5 years of progressive experience in a City Clerk department with 2 years experience as a Deputy or City Clerk in a smaller municipality.
- Completion of a Local Government Municipal Administration certificate or diploma program.
- Supervisory or management experience.
- Some training in parliamentary procedures and a commitment to public service.
- Experience as a Chief Elections Officer or Deputy Chief Elections officer in at least 1 local government election.

**OR**

An equivalent combination of education, training and experience.

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday, fortnight schedule. Must be available to work Tuesday evenings to support Council Meetings, some flexibility is required.

**Annual Salary:** \$117,117.02 – \$128,700.02

This is an exempt position and is excluded from Union membership.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #25-87** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3



# SQUAMISH

HARDWIRED *for* ADVENTURE

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include "Accessibility" in the subject line. We thank all applicants for applying.*