



SQUAMISH

HARDWIRED *for* ADVENTURE

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.

Internal/External Job Posting

Position:	Clerk 4 – Legislative Services
Status:	Temporary Full-Time (anticipated end date July 15, 2027)
Work Area:	Legislative Services
Posting Date:	July 23, 2026
Internal Closing Date:	July 30, 2026
External Closing Date:	August 7, 2026

GENERAL SUMMARY

Reporting to the Manager of Legislative Services, the Clerk 4 (Legislative Services) provides information to and acts as a liaison between customers, agencies, and staff members with regard to the District's Legislative Services function. In addition, the Clerk 4 (Legislative Services) performs administrative and clerical functions of the Legislative Services Department including coordinating, compiling, and distributing Council and Committee agendas.

KEY RESPONSIBILITIES

Customer Service

- 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.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Receives and relays telephone or counter enquiries to the appropriate person, provides basic departmental information including information on Council agendas and meetings, Public Hearings, Bylaws, and the Community Charter. Responds to complaints and concerns as needed.
- Conducts basic telephone surveys and searches files for records or data.

Administrative Duties

- Prepares Council and Committee meeting agendas including receiving submissions from the public, advising staff regarding Council report procedures, and ensuring completeness of agendas including all attachments.
- Provides administrative support for the Council Report approval process including assisting and advising staff regarding report workflow and deadlines.
- Provides administrative support for the Council meeting agenda planner including assistance to staff regarding scheduling items for Council meetings.
- Compiles and distributes agenda packages using electronic system (iCompass).
- Provides reception coverage as required including sitting at the front counter and answering the front desk telephone.
- Prepares skeleton minutes, and takes and transcribes meeting minutes.
- Composes routine correspondence for completion for signature of others consisting of letters to external stakeholders and citizens.
- Creates a variety of documents of various length and complexity.
- Copies, files, indexes, and distributes various documents.
- Tracks Council meeting action items and enters data and communicates to applicable staff.
- Assists with bylaw administration including recording bylaw reading dates, filing and consolidating bylaw amendments.
- Administers iCompass Program.
- Coordinates Select Committee appointments.
- Maintains and files a variety of office records, including original documents for permanent safe keeping.
- Schedules appointments, delegations and organizes meetings including setting up and cleaning up the meeting room.
- Creates Council meetings using the Webex meeting portal.
- Participates in organizing events and set-up for functions that are assigned as departmental responsibilities.



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- Contributes to the District's SharePoint document management system.
- Distributes late correspondence received for public hearings.
- Ensures public hearing information is up to date on the squamish.ca website and coordinates with the Communication and Community Planning Departments to ensure accuracy.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the Community Charter and other legislation related to Council business.
- Superior knowledge of business English, writing, spelling, punctuation, and arithmetic.
- Thorough knowledge of modern office procedures, practices, and operations with particular reference to filing and records management systems.
- Knowledge of municipal records management policies and procedures.
- Excellent interpersonal and communications skills and the ability to deal with people in a professional manner.
- Advanced computer skills in Microsoft Office including MS Word, Excel, and Outlook and Adobe Professional, and a minimum typing speed of 60wpm.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Excellent organizational skills and attention to detail with the ability to perform multiple duties simultaneously with deadlines.
- Ability to take and transcribe minutes and efficiently summarize discussions.
- An aptitude and willingness for working collaboratively as part of a team.
- Self-motivated and proactive with a positive, can-do energy and attitude.

WORKING CONDITIONS

- The work performed is in an office environment.
- The hours of work for this position are typically during regular business hours (8:00 a.m. - 5:00 p.m.) however, flexibility to shift hours and to work extended hours to accommodate Council Meetings and to publish Council agendas is required.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Office Administration Certificate.
- A Diploma in Business Administration, Public Administration, or a related field.
- A minimum of three years' experience in an administrative capacity or as a Legal Administrative Assistant.

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, fortnight schedule. Monday to Friday; current schedule (subject to change) is 8:30am to 5:00pm. Some flexibility is required due to overtime and some evening events.

Salary: \$39.78 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-53** or submit your paper application to:

Human Resources

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