



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 –Research and Policy
Status:	Temporary Full-Time (anticipated end date October 31, 2026)
Work Area:	Corporate Administration
Posting Date:	April 7, 2026
Internal Closing Date:	April 14, 2026
External Closing Date:	April 21, 2026

This position will be primarily focused on election planning and administration. Primary duties may include: developing Election Official user manuals, drafting procedures, coordinating voting locations and supplies, and assisting in the administration of the Mail ballot and Special voting opportunities. Previous local government election experience will be considered an asset.

GENERAL SUMMARY

Under the general supervision of the Director of Corporate Administration, the Clerk 4 – Research and Policy provides legislative research, as well as assistance drafting policy and supporting legislative processes within the Corporate Administration department.

KEY DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team, creation of our community by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Conducts research and assists in drafting and updating policies and bylaws.
- Supports the Director by assisting with the oversight of legal opinion records and the protection of privacy of all sensitive legal opinions.
- Connects with other District departments to assist in ensuring documents required by legal Counsel are collated and distributed appropriately.
- Provides support to the Corporate Officer and Deputy Corporate Officer related to administering legislated processes.
- Undertakes research of historical Council meeting and Committee meeting records when requested.
- Provides coverage to the FOI and Privacy section of the Corporate Administration department when required.
- Provides coverage to the Legislative Services section of the Corporate Administration department when required including coverage of the reception desk and main phone line.
- Assists in reviewing and proofreading statutory notifications.
- Takes and proofreads Council meeting minutes.
- Assists in the administration of the General Local Election.
- Responds to enquiries from the public when requested.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and experience interpreting the Local Government Act, Community Charter and Freedom of Information and Protection of Privacy Act.
- Knowledge of municipal records management policies and procedures.
- Proficiency in drafting reports, bylaws and policies.
- Excellent interpersonal and communications skills and the ability to deal with people in a professional manner.
- An aptitude and willingness for working collaboratively as part of a team.
- Self-motivated and proactive with a positive, can-do energy and attitude.



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- Advanced computer skills in Microsoft Office and ability to work with and learn computer systems including SharePoint, Civicweb, Office 350 and Adobe Pro.
- Ability to maintain confidentiality and exercise discretion.
- Demonstrated ability to develop and sustain collaborative working relationships with internal users to advance initiatives or projects.
- Ability to take and transcribe minutes and efficiently summarize discussions.
- Ability to think critically and exercise sound judgment.
- Ability to perform duties with a high degree of accuracy and efficiency.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Minimum of three years' experience in a similar role including experience drafting minutes, reports, policies and bylaws
- Experience assisting in the administration of elections is considered an asset
- Certificate in Local Government Administration or courses towards certification
- A Diploma in Business Administration, Public Administration, or a related field
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 biweekly. Current shifts (subject to change) are between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday (fortnight schedule). Some flexibility is required to work outside of regular working hours.

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: #26-32** or submit your paper application to:

Human Resources

District of Squamish

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

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 and include Accessibility in the subject line. We thank all applicants for applying.