



## Legislative Services Coordinator (Exempt) (Regular, Full-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km<sup>2</sup> and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes.

The Regional District of Okanagan-Similkameen is currently recruiting a permanent, full-time Legislative Services Coordinator to join our team. Reporting to the Manager of Legislative Services, the incumbent will provide high level specialized administrative support for a broad range of activities relating to bylaw and policy development, electoral and legislative processes. The Legislative Services Coordinator also supports contract management, governance and corporate security initiatives.

Qualifications include:

- Completion of a post-secondary public administration degree or diploma program or related field.
- A minimum of five (5) years of experience in a senior administrative position in a government office, preferably in a Regional District and/or municipal environment. A combination of education and experience may be considered.
- Knowledge of government legislation and regulation, such as the *Local Government Act* and the *Community Charter*.
- Knowledge of Regional District structure, legislative processes and concurrent authorities.
- Experienced in bylaw and policy development processes.
- Ability to handle confidential and sensitive matters with discretion and integrity and exercise discretion, tact, diplomacy and sound judgement.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Ability to establish and maintain constructive working relationships with internal and external stakeholders.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, PowerPoint and Excel).
- Ability to pass and maintain a criminal record check.
- Ability to work flexible hours including evenings and weekends, as required.
- Valid B.C. Driver's Licence.

This is an excluded position within the organization offering a competitive salary and attractive benefits package. For more information on the RDOS, visit <http://www.rdos.bc.ca>.

If you are a qualified candidate and looking for an exciting opportunity, please submit your application quoting **Competition No.19-10E** by 4:30 p.m. on **Friday, April 19, 2019**:

Human Resources Department  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
Tel: 250- 492-0237 Fax: 250-492-0063  
Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.*