



REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

Rural Area Clerk - Part Time (Approx. 2 days/week)

Community Services Department - (HEDLEY - Electoral Area 'G')

The Rural Area Clerk is responsible for completing a variety of local government projects. This position works out of a sub-office in Hedley. Some travel to member municipalities and rural areas is required.

Qualifications:

- Post secondary education in Business/ Commerce/ Public Administration or Office Administration.
- Experience in project management.
- Local government experience is essential.
- Sound knowledge of the Local Government Act.
- Experience with drafting legislation and qualitative/ quantitative research would be an asset.
- Strong computer skills including Internet, Windows XP and MS Office 2003.
- Excellent public presentation skills.
- Excellent organizational, written and oral communication skills.

This part-time position is included in the BCGEU bargaining unit. Bi-weekly wages for the position are \$23.97 per hour, Pay Grade 4, plus 14% in lieu of vacation and benefits.

Please forward a resume including a cover letter with references before 4:30 p.m. Monday, August 9th, 2010 addressed to:

Human Resources Coordinator
Regional District Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
Email: hr@rdos.bc.ca

WE THANK ALL APPLICANTS FOR THEIR INTEREST, HOWEVER, ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

*Working together in a professional and effective manner to enhance the quality of life within the Regional District.
We take pride in our commitment to the communities we serve.*