



Corporate Services Coordinator

The City of Duncan invites applications from qualified persons for the exempt full-time, permanent position of Corporate Services Coordinator.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful walkable blocks - although visitors seem to remember the 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, and world class trails. This compact city offers high quality living and acts as the commercial centre serving a population of approximately 80,000 people.

Reporting to the Director of Corporate Services, the Corporate Services Coordinator position involves a wide range of responsibilities carried out under tight deadlines and requires a high level of accuracy in relation to assisting with statutory duties and administrative tasks as set out in the *Community Charter* and *Local Government Act*. Responsibilities include preparing agendas; recording and transcribing minutes for all Committee meetings; preparing and processing correspondence; managing corporate communications; undertaking records management; assisting with Freedom of Information requests; coordinating events; acting as the Deputy Chief Elections Officer for elections and referendums; and other work of a complex and confidential nature. The Corporate Services Coordinator will also act as the Deputy in the absence of the Director of Corporate Services. The incumbent works under minimal supervision, so independent use of discretionary judgement, exceptional communication and organization skills, and the ability to work well under pressure, is required.

Necessary knowledge, skills and qualifications include:

- Completion of a Certificate in Public Sector Administration from a post-secondary institution and a minimum of 5 years of municipal experience, or an equivalent combination of education and experience.
- Thorough knowledge of municipal administration practices and procedures including a significant understanding of Council and committee responsibilities.
- Considerable knowledge of the *Local Government Act/Community Charter* and other pertinent legislation such as bylaws, policies and regulations.
- Extensive experience with and working knowledge of the LGMA records management retention schedule.
- Ability to draft reports, public notices, bylaws, resolutions, official records and related material.
- Excellent written and verbal communication skills with the ability to establish effective working relationships with elected officials and work collaboratively with staff at all levels.
- Advanced computer skills in Microsoft Office programs, iCompass, and WordPress.
- Previous communications experience and training (MAT1 or IAP2) is an asset.
- Ability to work varied hours as necessary to meet the requirements of the position.

Qualified applicants are invited to submit their detailed cover letter (including date available to start) and resume, containing full details of education, training and experience, **IN CONFIDENCE** by 4:00 p.m. **Monday, September 18, 2017** to the attention of, Human Resources, City of Duncan, 200 Craig Street, Duncan, BC, V9L 1W3 or by email to hr@duncan.ca

A detailed job description and required qualifications are available on the City of Duncan website (www.duncan.ca).

We thank all applicants but only those being considered for interviews will be contacted.