



DISTRICT OF TUMBLER RIDGE

JOB OPPORTUNITY

Deputy Corporate Officer

Competition # 2022-32

About the Role

The Deputy Corporate Officer is a professional level administrative position entailing a variety of responsibilities, executed within tight deadlines. Duties include assisting the organization with statutory duties and administrative tasks, pursuant to the Community Charter, and in the conduct of municipal elections, serving as Deputy Information and Privacy Coordinator, recording and transcribing meeting proceedings and preparing a variety of documents including agendas for Council and Committee meetings. The Deputy Corporate Officer will act as Corporate Services Director when required and will serve as Deputy Chief Election Officer. The Deputy Corporate Officer is responsible for protecting confidential information and is expected to exercise courtesy, tact and diplomacy in the exchange of non-routine information with other District employees and the general public.

What you bring:

- Minimum of five (5) years municipal experience in an administrative role;
- Completion (or progression) in Local Government Management Association (LGMA) certification program; or
An Intermediate Certificate in Local Government; or Certification as Municipal Clerk (CMC);
- A combination of experience and training will be considered.

A detailed role description can be found at <http://www.districtoftumbleridge.ca/Town-Hall/Employment-Opportunities>

Working with the District of Tumbler Ridge

Council is committed to excellence in government that reflects our citizen's interests, values and goals. We will strive to deliver quality services in a proactive and responsive manner while ensuring our objectives are clearly communicated by our citizens. We will strive to strengthen and diversify our economy by balancing public safety, industrial development, environmental responsibility and sustainability.

What we offer

- A work environment where safety is our core value;
- Competitive compensation will commensurate with experience;
- Health Benefits and Pension;
- Work schedule including 37.5 hours per week; and
- Equal opportunity, diverse and inclusive workplace.

Applicants close at 12:00pm on Wednesday, September 28, 2022. Please forward resume to:

Human Resources Department
District of Tumbler Ridge
P.O Box 100
Tumbler Ridge, BC, VOC, 2W0
Or by email: hrcoordinator@dtr.ca

While we appreciate all applications, only those selected for further consideration will be contacted.