



DISTRICT OF TUMBLER RIDGE

JOB OPPORTUNITY

DEPUTY CORPORATE OFFICER (Term Position – Maternity Leave Replacement 6 – 9 months)

The District of Tumbler Ridge is seeking a Deputy Corporate Officer. This is a temporary, full-time position, for a maternity leave replacement (6 – 9 months). If you are ready for a challenge and an opportunity to live in one of the most beautiful settings in the province, then Tumbler Ridge is the place to be.

Reporting to the Director of Corporate Services, the Deputy Corporate Officer will provide support to the administrative process for Council and committee meetings, agendas and records management. They work cooperatively with Department Heads and others to efficiently carry out the administration of the District. We are looking for someone who is team oriented and self-motivated, and who has a desire to serve the community in a professional manner.

A detailed job description can be found in the “Employment Opportunities” section of the District’s website at www.districtoftumblerridge.ca.

The ideal candidate will possess a certificate, diploma in Local Government (Public) Administration or equivalent training plus three to five years’ experience preferably in a local government corporate administration setting at the Deputy Corporate Officer level is desirable. They will have excellent computer skills and proficiency with Microsoft Office Suite. Strong analytical skills, paired with excellent written and verbal communication skills are necessary.

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

Please reply in confidence by providing a cover letter and detailed resume, including references by **4:30 p.m., Wednesday, December 30, 2020** to:

HR Coordinator
District of Tumbler Ridge
P.O. Box 100
Tumbler Ridge, BC V0C 2W0
Fax: (250) 242-3993
Email: hrcoordinator@dtr.ca