

*Nelson, a hidden gem in the Kootenays is nestled within the Selkirk Mountains along the West Arm of Kootenay Lake. It has a vibrant and carefully restored downtown, with a busy social scene, live performers, art and music almost every night of the week. With over 350 heritage buildings, Nelson has earned the reputation as one of the finest heritage cities in Canada. If you are looking at getting outdoors, then the sky's the limit for you in Nelson. The City offers skiing, kayaking, cycling, hiking, camping, water sports and so much more!*



**The Corporation of the City of Nelson  
is accepting applications for the position of  
Legislative / Administrative Assistant**

***Competition # 18EX17***

The City of Nelson is currently seeking a dynamic individual to perform the duties of **LEGISLATIVE AND ADMINISTRATIVE ASSISTANT**. Under the direction of Director of Corporate Services, you will assist in establishing the smooth and efficient operation of the administrative functions by performing administrative, legislative and secretarial duties. A key function of this position will be to prepare and/or finalize all city agreements and other legal documents, including maintaining index records and filing systems. This position participates in the preparation of Council agendas and minutes.

The position requires an individual with considerable knowledge of and ability to explain the applicable rules, regulations, policies and practices which govern activities of the Legislative Office. As the successful incumbent, you will have an excellent command and knowledge of business language, knowledge of corporate policy and functions of the City services and operations.

You will have successfully completed grade 12 and have gone on to obtain a diploma or certificate from a recognized College or Institution with an emphasis on Local Government Administration. In addition, you have 2 years of progressively responsible experience working as an Administrative Assistant. Additional information can be found on the City of Nelson website under “employment opportunities” at [www.nelson.ca](http://www.nelson.ca)

In return, the City of Nelson offers a competitive salary, comprehensive benefits package and a team oriented environment. Interested applicants should send a detailed resume by **May 1<sup>st</sup>, 2017** to:

**Human Resources  
City of Nelson**  
#101 – 310 Ward Street,  
Nelson, BC, V1L 5S4  
email to: [hr@nelson.ca](mailto:hr@nelson.ca)

*We thank all applicants in advance for their interest, however; only those under consideration will be contacted. The City of Nelson is committed to employment equity. We encourage all qualified applicants to apply.*