



## Legislative and Privacy Coordinator

Permanent Full Time

Posting No. 60-17

July 26, 2017

The Resort Municipality of Whistler is a one-of-a-kind community and is often recognized as the number one mountain and ski resort destination in North America. It has a thriving four-season events calendar, and arts and culture sector. Whistler was the Host Mountain Resort for the 2010 Olympic and Paralympic Winter Games.

Financially sound and responsive to an engaged mayor and council, this is a high performance municipal organization serving a community of almost 12,000 people and three million annual visitors. As an economic generator of over \$1.53 billion annually, Whistler is key to British Columbia's tourism economy.

The Legislative Services department of Corporate, Economic and Environmental Services (CEES) has an opportunity for qualified individuals to apply for the position of Legislative and Privacy Coordinator. Reporting to the Municipal Clerk, this position offers 72 hours bi-weekly starting as soon as possible.

This position is responsible for coordinating Freedom of Information (FOI) requests, to act as the Resort Municipality of Whistler's (RMOW) main liaison in privacy issues, administration of the Whistler Cemetery, organizing the annual filings of Municipal Corporations, and executing the annual Community Enrichment Program and annual Library Board appointments. The Legislative and Privacy Coordinator must also read and interpret the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act*, RMOW bylaws and other legislation. This position assists with local government elections and offers general ongoing support and assistance to the Municipal Clerk.

Qualified candidates will have completed a Bachelor's degree in a relevant discipline and freedom of information and privacy training supplemented by three to five years of experience in a similar role, in a local government setting is preferred. Legal training and/or risk management training would be considered a strong asset. Candidates must possess strong written and verbal communications skills; a strong ability to interpret and apply legislation; knowledge of election procedures and guidelines; and proficiency with Adobe Acrobat Professional, Microsoft Office Suite and website content management software.

The successful candidate will be an approachable and helpful individual with the demonstrated abilities to foster effective working relationships; effectively problem solve, multi-task and meet deadlines; with a proven ability to exercise a high degree of tact, diplomacy and discretion within a confidential environment.

As a requirement of the position, the successful applicant must hold a valid class 5 BC driver's license and must provide a satisfactory driver's abstract and a satisfactory Police Information Check prior to beginning employment.

Interested candidates are invited to submit a resume and cover letter by email to [hr@whistler.ca](mailto:hr@whistler.ca) or complete our online application form available at [www.whistler.ca/careers](http://www.whistler.ca/careers)

**Quote posting No. 60-17 | Deadline for applications is Sunday, August 13, 2017**

*We thank all applicants for their interest however, only those candidates selected for further consideration will be contacted.*

*The Resort Municipality of Whistler is committed to being an equal opportunity employer who embraces and respects diversity.*