



DISTRICT OF SAANICH
ADMINISTRATION DEPARTMENT
LEGISLATIVE SERVICES DIVISION

SENIOR COMMITTEE CLERK Permanent Full Time

The District of Saanich is seeking a Senior Committee Clerk with experience in coordinating the Public Hearing process which includes preparing statutory notices, bylaws and correspondence, attending meetings, taking minutes and providing accurate procedural advice in a public setting. The Senior Committee Clerk also provides a full range of legislative and administrative services to Council, the Advisory Design Panel and assigned committee(s) and responds to a variety of enquiries regarding bylaws/policies and Council/committee decisions. The successful candidate will undertake special projects to identify issues, conduct research, analyse options, and recommend solutions and will also maintain the web pages for the Division and Council keeping the information current and updated. The ideal candidate thrives in an environment where accuracy is essential, deadlines are met and much of the work follows legal/legislative mandates.

Essential requirements include a considerable knowledge of local government and the role of Council, rules and procedures used in meetings, and legislation related to the public hearing process. Excellent written and verbal skills with a strong knowledge of business English – including sentence structure, grammar, punctuation and the ability to listen and summarize key points is essential. You will have a proven track record with problem-solving, attention to detail, building positive relationships and demonstrating political acumen. A strong customer focus and the ability to be flexible in a changing work environment are equally important. The incumbent must possess a solid understanding of records management systems and best practices. Demonstrated experience with research and/or project management is ideal.

Also required is Grade 12, supplemented by a one year certificate in local government administration, public administration or related discipline and additional courses on topics such as Freedom of Information and Protection of Privacy, records management, parliamentary procedure and communications; three years related administrative experience in a local government environment, including two years experience acting as secretary to committees, boards, commissions, at the local government level; and proficiency in keyboarding at speed of 60wpm, advanced level word processing, intermediate level excel and website applications. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday 8:30 a.m. – 4:30 p.m. and will be required to attend meetings outside regular working hours.

This is a C.U.P.E. Local 2011 position with a wage of \$35.49 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on TUESDAY, May 10, 2022 quoting competition 22153 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will also be conducted. We thank all applicants for applying. Only those under consideration will be contacted.