



DISTRICT OF TOFINO

Job Posting

Title	Legislative Services Coordinator
Department	Legislative Services
Closing Date	Friday, December 9, 2022 (extended)

POSITION:

The District of Tofino is looking for a qualified candidate to fill the full-time position of Legislative Services Coordinator.

Reporting to the Manager of Legislative Services, the Legislative Services Coordinator provides specialized administrative and organizational support services of a relatively complex nature with a high level of accuracy under minimal supervision. Specific duties include administering Council and committee meetings, corporate communications, records management, elections and other voter approval processes, and various legislative functions including conducting research, processing bylaws, drafting public notices and coordinating meetings. The Legislative Services Coordinator will train new employees on records management policies and provide guidance to all staff regarding the District of Tofino Records Classification and Retention Schedule and assists in the administration of the Tofino Housing Corporation records. The Legislative Services Coordinator is appointed by Council as the Deputy Corporate Officer in accordance with section 148 of the *Community Charter*.

A detailed job description outlining the duties and qualifications is available on the District's website at www.tofino.ca.

HOURS OF WORK

This is a salaried position based on 37.5 hours per week. This position also offers a competitive salary and benefits package.

APPLICATION

Qualified applicants are invited to submit a cover letter and resume indicating the position applied for, in confidence, no later than 4:00 p.m. Friday, December 9, 2022, to Susan van Dalen, Human Resources Manager, by:

Email: employment@tofino.ca

Subject Line: Legislative Services Coordinator

The District thanks all applicants but only those selected for an interview will be contacted.