



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

September 26, 2023

Application Deadline

Open Until Filled

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-1167
F. 250-784-3220

Electoral Area Officer

Full Time, Permanent Position

Position Overview

Reporting to the Chief Administrative Officer, the Electoral Area Officer will assist with Committee Meetings, Agendas, Minutes and Records. This position will also assist the Electoral Area Directors and Chief Administrative Officer, as necessary, while working co-operatively with Department Heads and others to efficiently carry out the administration of the Electoral Areas and the Regional District. This position routinely encounters Information associated with the privacy of Individuals or that is sensitive in nature and accordingly, confidentiality must be maintained at all times.

This position acts as a staff liaison for the Electoral Area Directors providing administrative support including research, drafting documents, coordinating activities and attendance at Elected Official engagements. Supporting Electoral Area Directors Committee (EADC) and Rural Budgets Administration Committee (RBAC) meeting attending in the capacity of staff liaison; assist with the formulation of recommendations to the Boards where necessary.

Qualifications and Experience

The ideal candidate will have:

- A certificate, diploma or degree in Public Administration is required, plus a minimum of three years experience, preferably in a local government corporate administration setting
- Computer skills and proficiency with Microsoft Office Suite
- Strong analytical skills, paired with excellent written and verbal communication skills.
- Ability to meet specified deadlines with minimal supervision
- Supervisory experience, Ideally in a unionized environment
- Experience with electronic Agenda preparation and management software
- A working knowledge of the Community Charter, *Local Government Act* and *FOIPPA*
- Municipal Clerk designation is an asset

An equivalent combination of education, training and experience may be considered.

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. This exempt position offers a competitive salary range of \$91,760 - \$107,953, benefits package and an excellent team!

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca

 Peace River Regional
District Official Page | Facebook

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