

EXECUTIVE ASSISTANT
(PROTECTIVE SERVICES DEPARTMENT)
(FULL-TIME) (TIME-DURATED)
Competition #2024-05



March 18, 2024

The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Mission to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting opportunity for an energetic and self-motivated individual to join our team as an Executive Assistant in Protective Services which oversees our Volunteer Fire Departments and Animal Control Program. The term of this position will end on June 8, 2025.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We are seeking a high functioning, detail-oriented professional with senior administrative, protocol, and communications experience to act independently and take initiative in coordinating and organizing business conducted within the Protective Services Department and liaise with internal and external contacts including elected officials, Fire Chiefs and Fire Department members. You will provide support in a diverse range of confidential administrative matters which includes attending meetings, recording minutes and preparing reports. You must have the ability to work independently, exercise good judgment, and effectively handle conflicting priorities. You will possess a high degree of integrity and discretion in managing confidential and sensitive information, and have excellent oral and written communication abilities. A high level of proficiency with Microsoft Office Suite and the ability to learn new software is required.

The ideal candidate will possess:

- » Post-secondary education in Business Administration or Local Government Administration is desirable plus several years in a senior administrative position in local government, an equivalent combination of education and experience will be considered;
- » General knowledge of local government and experience working in a related field;
- » Experience with databases such as Tempest, Imanage, Firehall.net, and Netviewer, is an asset;
- » Demonstrated ability to handle a complex and varied workload in a flexible manner, often under pressure;
- » Maintains an excellent quality of service and high degree of accuracy;
- » Working knowledge and experience in records management, including experience with respect to managing records in electronic and hard copy formats; and
- » Must have a valid Driver's Licence.

This exempt position has a salary range of \$57,000.00 to \$62,000.00 plus 16% in lieu of benefits.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents and FVRD employees, we want to hear from you. Email your resume and cover letter to jobs@fvrd.ca by 4:30 p.m. on April 8, 2024. Please include competition number 2024-05 in the subject line of the email.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.