



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

Date May 13, 2024

Application Deadline

May 27, 2024 at 4:00 pm

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. 250-784-3235
F. 250-784-3220

Electoral Area Officer

Full Time, Permanent Position

Exempt Position

Position Overview

Reporting to the Corporate Officer, the Electoral Area Coordinator is responsible for Board and Committee Meetings, Agendas, Reports and Records, they will provide support to the Chief Administrative Officer and Electoral Area Directors with executive and confidential administrative support.

Qualifications

The ideal candidate will have:

- Post-secondary courses/training in Business Administration or local Government Administration.
- (3) three years experience in a local government administrative position
- A certificate in Local Government administration with a working knowledge of relevant legislation such as FOIPPA, *Local Government Act* and *Community Charter* is preferable.
- High degree of Integrity, diplomacy, discretion, and confidentiality is required.
- Strong analytical skills, paired with excellent written and verbal communication skills.
- Proficient with Microsoft Office Suite.
- Experience with electronic agenda preparation and management software.

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 \$72,607 - \$85,420, plus a benefits package, and an excellent team environment. If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our team of professionals, consider making the Peace Country your community and the Peace River Regional District your 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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