



## EXECUTIVE COORDINATOR

The City of Duncan invites applications for the exempt, full-time permanent position of Executive Coordinator.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful, walkable, compact downtown blocks lined with 40 world-renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city of 5,000 people aims to be one of the most livable small cities in Canada, proudly serving as the economic and cultural heart of the Cowichan Valley, a region with a population of over 80,000. Located in the traditional territory of Cowichan Tribes, Duncan seeks to be welcoming, diverse, creative, environmentally sustainable, and resilient.

Reporting to the Chief Administrative Officer (CAO), the Executive Coordinator position involves a wide range of responsibilities carried out under tight deadlines. The successful candidate will be expected to maintain a high level of accuracy in carrying out administrative tasks and a keen awareness of sensitive, political, or controversial matters requiring a high degree of confidentiality.

Responsibilities include interacting with representatives of senior and other local governments, First Nations, boards, commissions; preparing and processing correspondence; assisting with the City's records management program; acting as the key aide to the CAO for confidential Human Resource matters; coordinating meetings; conducting research assignments and special projects; and assisting the CAO in the development of written reports to Council. The incumbent works under minimal supervision, so independent use of discretionary judgement, exceptional communication and organization skills, and the ability to work well under pressure is required.

### **Desirable knowledge, skills, and qualifications include:**

- Completion of a Certificate in Public Sector Administration from a post-secondary institution and a minimum of 5 years of municipal experience, or an equivalent combination of education and experience.
- Thorough knowledge of municipal administration practices and procedures.
- Considerable knowledge of the *Local Government Act*, *Community Charter*, and other pertinent legislation such as bylaws, policies, and regulations.
- Experience with and working knowledge of the Local Government Management Association (LGMA) Records and Information Management Manual and file location abilities.
- Ability to draft reports, public notices, leases, agreements, official records, and related material.
- Excellent written and verbal communication skills with the ability to establish effective working relationships with elected officials and work collaboratively with staff at all levels.
- Advanced computer skills in Microsoft Office programs. Knowledge of iCompass and records management programs would be an asset.

This excluded position offers a wage of \$62,000 to \$72,000 depending on the successful candidate's qualifications and experience. A detailed job description and required qualifications are available on the City of Duncan website ([www.duncan.ca](http://www.duncan.ca)). This position may be eligible to establish a partial work-from-home arrangement.

Qualified applicants are invited to submit a detailed cover letter (including date available to start) and resume containing full details of education, training, and experience by 4:00 pm on December 16, 2024 to the attention of Human Resources, City of Duncan, 200 Craig Street, Duncan, BC, V9L 1W3 or by email to [hr@duncan.ca](mailto:hr@duncan.ca).

The City of Duncan is committed to being an accessible employer and to the principles of diversity, equity, and inclusion. We aim to remove barriers in the workplace and work with our employees to provide reasonable accommodation where required. If you require accommodation in applying for a posted position, please contact Human Resources at 250-746-6126 or [hr@duncan.ca](mailto:hr@duncan.ca).

*We thank all applicants but only those being considered for interviews will be contacted.*