

Deputy Corporate Officer (Permanent, Full Time) - 1508

Close Date

January 5, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The City of Kamloops' Legislative Services Division is searching for a Deputy Corporate Officer to join our join our leadership team!

As the Deputy Corporate Officer, you are closely integrated with City Council, Council meetings, public hearings, and all legislation and bylaws that pertain to the proceedings of these meetings. This position leads municipal elections, referenda, and related processes, and oversees and signs final versions of contracts and statutory documents. This role works closely with many divisions of the organization to ensure best practice in municipal governance. You will have opportunities for ongoing training and many other internal perks! And with an unbeatable pension plan and a supportive work-life balance, you can be confident that the City of Kamloops is invested in your long-term success and well-being. This is your chance to build a fulfilling career in Corporate Services in one of Canada's most beautiful and dynamic cities.

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit! Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone.

Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

The successful candidate must have the following qualifications:

1. Minimum of two years of post-secondary education in law, public administration, political science, or a relevant discipline at an accredited institution.
2. Minimum of three years of supervisory experience.
3. Knowledge of Roberts' Rules of Order and administering a local government Procedure Bylaw.
4. Thorough knowledge of applicable federal and provincial legislation.
5. Excellent interpersonal and public speaking skills.
6. Excellent verbal and written communication skills.
7. Knowledge working with general office software such as MS Office.

This is an exempt position with a salary of \$102,057.15 annually. The City offers a comprehensive health, vision and dental package including generous vacation and an Earned Days Off program. Along with these benefits, take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

Our corporate building blocks are strong collaboration, organizational excellence, pride in service, employee well-being, focused stewardship.

The City of Kamloops is in the heart of BC's interior and provides an affordable lifestyle with an opportunity to 'live and play' in the same community. This lifestyle is possible because of the community size (short or no commute), the relative affordability (compared to Vancouver, Victoria and Toronto) and the proximity of world-class recreation (Sun Peaks, bike parks, lakes and campsites, recreation facilities, Tournament Capital Centre).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is an exempt management position.

Annual Salary

\$102,057.15

Hours & Days of Work

Monday – Friday: 8:30am – 4:30pm

Hours per Week

37.5

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.