



# LEGISLATIVE SERVICES MANAGER

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

## Position Summary:

Reporting to the Director of Legislative & Legal Services, or designate, the position provides professional advice to Council and other City departments in areas of expertise including corporate administration, regulatory and public hearing processes. The position serves as Deputy Corporate Officer and will have broad experience in all aspects of the Corporate Officer role in support of the Director of Legislative & Legal Services, including during absences.

## Key Responsibilities:

The Legislative Services Manager is responsible for overseeing the daily operations of the Legislative Services department, including managing corporate information, records, and compliance with the Freedom of Information and Protection of Privacy Act. The manager will plan and attend Council and Committee meetings, provide procedural advice, and ensure the accurate preparation, distribution, and recording of agendas, minutes, and related materials. This position will prepare Council reports, deliver presentations, and provide expert advice to both Council and City departments.

In addition, the manager will support the preparation of departmental budgets, including for elections or referendums, and serve as Chief Election Officer. They will coordinate the development and implementation of election staff training programs and manage the selection and hiring of election staff within budget. The manager will also: plan, supervise, and support policy development across City operations; lead, draft, and review municipal bylaws; and ensure policies and procedures are reviewed, updated and in line with legislative changes.

## Our Ideal Candidate:

We are looking for a Legislative Services Manager with a Bachelor's degree in Public Administration or a related field, along with a Certificate in Local Government Statutory Administration and the Certified Municipal Clerk designation. The ideal candidate will have at least 5 years of experience in a similar municipal role, including management and regulatory services. Experience in conducting Council meetings, working closely with Council, and operating in a unionized environment is preferred. Strong knowledge of local government legislation, excellent communication skills, and proficiency in relevant software are essential. The role also requires high degree of independent action and discretion, attention to detail, exceptional leadership, judgement and interpersonal skills and the ability to manage multiple tasks under tight deadlines. Flexibility to work evenings and weekends, as well as a valid Class 5 BC Driver's License, is required.

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 25-33E | Opens March 7, 2025 | Closes April 7, 2025**  
**Exempt | Full Time – Permanent | Benefits | Municipal Pension Plan**  
**Wage Range \$117,125 - \$137,795**