

Careers

Legislative Technician – *possible training opportunity*



Do you have a passion for public service?

Join the Office of the City Clerk and make a difference! The Legislative Technician prepares bylaws and notices, conducts research and analyzes data for policies and reports, and supports Council and committee meetings and governance. This role also helps to administer the election and elector approval processes, supports corporate records and information management, and responds to enquiries from the public and staff about corporate administration and Council meetings.

Qualifications

The successful candidate will have a post-secondary certificate in local government or records management, relevant local government corporate administration experience and have strong attention to detail, customer service and communication skills. *For the right candidate, we may be willing to offer a training opportunity to support you in achieving the experience and education required for this role.*

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$35.39 per hour plus employer-paid comprehensive benefits, an earned day off program, 3 weeks paid vacation and one of Canada's top pension plans. *Please note, if provided with a training opportunity, salary will be dependant on qualifications at time of hire.*

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **May 25, 2025**

Applicants not contacted within three weeks of the closing date are thanked for their interest