
Assistant Corporate Officer

DEPARTMENT:	Office of the CAO, Legislative Services	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$100,729 to \$111,002 annually (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City has an exciting opportunity for a detail-oriented team player to join the Legislative Services team. Reporting to the Corporate Officer, you will be responsible to:

- Support legislative processes and protocols for Council and Committee meetings, including managing the preparation and distribution of agenda, minutes, staff reports, and related materials.
- Attend Council and Committee meetings, record accurate meeting minutes, and act as a resource to the Chair with regard to meeting protocol and procedures.
- Act as Corporate Officer in their absence and from time to time, at Regular Council for Workshop meetings.
- Manage the Mayor and Councillors' inbox, referring matters to appropriate departments and using sound judgement on politically sensitive issues and escalating matters where appropriate.
- Oversee the City's statutory notification processes including but not limited to public hearings and other matters subject to public notice and opportunities to make representations before Council.
- Manage and communicate Council follow-up and action items and ensures Council resolutions are acted on appropriately and in a timely manner.
- Conduct legislative research and analysis on a variety of local government areas and support cross-organizational process changes required to keep operating practices current with legislative requirements.
- Support drafting and reviewing of complex policies, bylaws, and reports.
- Support implementation of organizational-wide corporate administrative changes and develop resource materials to ensure a positive outcome for all staff.
- Review incoming documents (reports, presentations, attachments, etc.) to Legislative Services, ensuring documentation adheres to corporate standards. Follow up as necessary to ensure compliance.
- Review meeting minutes of Committee Clerks to ensure accuracy and compliance to corporate standards.
- Make recommendations for, and support creation of, clearly defined benchmarks within Legislative Services, to ensure consistency in documentation and compliance with corporate standards.
- Manage the annual advisory body recruitment process.
- Oversee Legislative Services software functionality for eSCRIBE and supports the management of EDMS and legislative databases for council resolutions, bylaws, and corporate policies.
- Administer oaths and take affirmations and declarations required to be taken under the *Community Charter* and any other statute related to municipalities.
- Act as the Deputy Chief Election Officer and assist the Chief Election Officer in the planning and delivery of general local elections, by-elections, and processes that require approval of the electors.
- Manage staff, including hiring, scheduling, assigning and reviewing work, coaching and developing, managing performance, and all other people management practices.
- Assist with development and administration of Legislative Services Division's budget.
- Perform related duties in keeping with the purpose and accountabilities of the job.

If you have many of the following skills, we want to meet you!

- An undergraduate degree in public or business administration and completion of courses leading to a Certificate in Local Government or related discipline, and considerable experience in municipal administration; or an equivalent combination of education and experience.
- Considerable knowledge of applicable sections of the *Community Charter*, *Local Government Act*, bylaw provisions, municipal election process, office practices and meeting rules of procedures (e.g., Roberts Rules), regulations, and policies.
- Skilled in typing with a high degree of speed and accuracy.
- A track record of solving problems and making decisions in light of established precedence and resourcefulness in resolving new matters under minimal supervision.
- Knowledge of Council, Committee and related advisory body functions, procedures and practices.
- Strong planning and coordination skills to meet the varied corporate administrative needs of Council.
- Superior oral and written communication skills, including strong interpersonal skills to remain tactful and diplomatic in highly controversial and politically charged environments.
- You are able to establish and maintain effective relationships with a variety of internal and external contacts including elected officials, senior managers, staff, interested holders and the public.
- Ability to establish clear expectations and effectively resolve differences in sometimes highly adversarial situations.
- Ability to analyze, interpret, and make recommendations on complex issues.
- Sound knowledge of the organization's services and policies as they relate to the work performed.
- Strong attention to detail under tight, competing, and shifting deadlines.
- Strong critical thinking, problem-solving, and decision-making skills to ensure operational needs are met.
- Experience managing a team, including hiring, scheduling, assigning and reviewing work, coaching, developing, performance management, and all other people management practices.
- You are proficient in the use of common office equipment and related programs (e.g., Outlook, Word, Excel, Adobe Acrobat Pro, Tempest, JD Edwards, eSCRIBE (electronic agenda systems), etc.).
- Ability to work evenings to attend Council and Committee meetings.
- Ability to successfully pass and maintain a Police Information Check.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by August 8, 2025.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*