

## LEGISLATIVE SERVICES ASSISTANT

Regular Full-Time

Legislative Services / Office of the City Manager

### Interact with a diverse range of individuals in this role!

#### About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

#### About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

#### About the opportunity:

In this role, you will perform administrative and technical duties to support the Legislative Services Division. This position is essential for preparing meeting agendas and minutes for City Council and committees, as well as preparing and publishing various routine bylaws and public notices within legislative timeframes. The job requires strong attention to detail, the ability to manage a high volume of work, handle repetitive tasks, and adhere to strict deadlines. Additionally, this position requires availability and flexibility to attend meetings outside of regular office hours as needed.

#### About your background:

You have completed Grade 12 and a one-year certificate program in local government, public administration, business, legal administration, or a related field from a publicly accredited post-secondary institution recognized in the BC Transfer Guide. In addition, you possess two to three years of progressive administrative experience in a local government or legal environment, with preference given to candidates who have experience specifically in local government. You also have a thorough understanding of administrative procedures and information and electronic records management, along with knowledge of meeting proceedings and parliamentary procedures. A valid Class 5 BC Driver's License (or out of province equivalent) is required.

#### Why You Will Love Working for our Legislative Services Team at the City of Prince George:

- Take pride in your attention to detail and your ability to manage priorities to meet statutory and Council deadlines.
- Enjoy a competitive starting wage of \$35.54 - \$36.35 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by August 19, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

#### Want to know more about this exciting career?

Please refer to the job description on our website for more details!

#### Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.