



Legislative Assistant

Job No: 2601102 Location: Penticton

[Role Overview](#) [Application Form](#)

About the City of Penticton

Penticton is a vibrant, innovative waterfront city known for its commitment to sustainability, community well-being, and economic opportunity. With a strong focus on good governance, collaboration, and service excellence, the City is dedicated to enhancing the quality of life for residents, businesses, and visitors alike. As one of the most active development regions in British Columbia, Penticton features a diverse mix of large-scale and complex construction projects.

Penticton has been recognized as one of Canada's most livable cities, according to latest rankings by The Globe and Mail, ranked as the eighth most livable medium-sized city in Canada. Nationally, Penticton earned high marks for access to amenities (11th in Canada), #11 for midlife transitions and #11 for retirement, as well as #13 for young professionals. Penticton also placed within the top 20 in the categories of raising kids (#19), contributing to an overall ranking of 35th across Canada. Rooted in agriculture and surrounded by natural beauty, Penticton is known for its orchards, wineries, and craft breweries—making it one of Canada's top wine destinations. More than 100 years since its incorporation, Penticton continues to grow as a place to live, work, and play.

For more information, please visit our website at [penticton.ca/](https://www.penticton.ca/) (<https://www.penticton.ca/>).

For more information about life in Penticton, please visit [visitpenticton.com/](https://www.visitpenticton.com/) (<https://www.visitpenticton.com/>).

About the Opportunity

The City of Penticton is looking for a **permanent full-time Legislative Assistant** based in **Penticton, B.C.**

Reporting to the Corporate Officer, the **Legislative Assistant** performs a wide range of professional administrative duties under tight deadlines, requiring a high level of accuracy, confidentiality and discretion.

Key Responsibilities:

- Provides administrative support to the Corporate/Legislative Services teams including items of a complex and confidential nature.
- Manages Council committees, including taking minutes, preparing agendas, advising committees on meeting procedures, scheduling and coordinating meetings, booking rooms, and meeting invites.
- Assists the Corporate Officer and Deputy Corporate Officer in the preparation of Council meetings.
- In the event the Deputy Corporate Officer is away, assists and/or provides coverage taking minutes for all regular and special Council meetings, as well as Committee of the Whole.
- Responsible for drafting correspondence, researching, editing and formatting reports, booking conferences and travel.
- Organizes contracts and agreements for signing and indexing/filing in City records management system.
- Assists with requests related to Freedom of Information and Protection of Privacy, entailing responding to routine and/or complex requests under the *Freedom of Information and Protection of Privacy Act*, and assisting staff with inquiries related to the release of records and/or information, and the protection of privacy.
- Witnesses signatures as Commissioner of Oaths and Affidavits.
- Responds to public and staff inquires on matters relating to the Department, provides information and redirects to appropriate staff as necessary.
- Updates City website with events and legislative services related information.
- Prepares and submit statutory advertisements.

- Assists with municipal elections.

Required Knowledge, Abilities & Skills:

- Keyboarding speed of 60+ wpm accompanied by a high degree of accuracy and attention to detail.
- Excellent analytical skills.
- Advanced level of technical proficiency with Microsoft 365, including word processing, spreadsheets and database software.
- Excellent organizational, time management and priority assessment skills – especially while under pressure.
- Proven ability to work with minimal supervision.
- Proven capability to maintain confidentiality and to exercise a high degree of tact, diplomacy and discretion.
- Willingness to learn and adapt to change.
- Ability to establish and maintain good working relationships with a wide variety of staff, Council committee members and the public.
- Excellent written and oral presentation skills.
- Excellent interpersonal skills and the ability to work with people in a professional manner.
- Ability to work outside of standard office hours, as required.
- Can do attitude – able to meet challenges and handle pressure while maintaining a positive and focused outlook.

Required Education, Training & Experience:

- Post-secondary education in Public Administration along with 3+ years' experience preferably in a municipal environment, and preferably in Legislative or Corporate Administration; and,
- 3+ years' experience in a municipal environment, preferably in Legislative or Corporate Administration, including:
 - Experience working with relevant legislation including *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act*;
 - Experience with corporate level minute taking and Robert's Rules of Order;
 - Experience working with the LGMA Records Management System or similar records classification system and electronic records management.
- Or an equivalent combination of education and experience.
- Valid BC Driver's Licence – Class 5

About the Benefits

Compensation based on skills and experience is an **salary range of \$67,462 - \$74,958**, along with a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Relocation assistance
- 3 weeks of vacation starting on day one
- 2 weeks of paid sick leave annually
- Municipal pension plan
- \$2,000 in annual mental health benefits
- Up to \$200 in annual fitness rebates
- Free community recreation pass (swimming, fitness, etc.)
- Support for professional development, including yearly conference budget
- Free on-site parking
- Draws for tickets to local concerts, hockey games, and employee appreciation events
- Wellness initiatives and team-building activities
- A picturesque waterfront location with access to world-class outdoor recreation and a progressive, community-oriented work culture

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply. If you require any accommodations during the recruitment process, please let us know, we'd be happy to support you!

The noted compensation range is the span between the minimum and maximum salary for a position. In the normal course, employees will be hired, transferred or promoted between the minimum and approximately halfway of the salary range for a job with consideration given to internal equity.

If your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **March 31, 2026**.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

This position is only open to those legally entitled to work in Canada.