

# Employment Opportunity

## Deputy Corporate Officer

### Corporate Services

**Full-Time, Temporary; 6-month Term (extension possible)**

**April 16, 2026**

The City of Fernie is inviting applications for the position of **Deputy Corporate Officer**, full-time, temporary for a six month (6 mo.) term, with the potential for extension by mutual agreement in the Corporate Services Department.

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#### Position Overview

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Reporting to the Corporate Officer, the Deputy Corporate Officer is an exempt, professional level administrative position which involves a wide range of responsibilities carried out under strict deadlines, and in a fast-paced environment. The Deputy Corporate Officer will act as the Corporate Officer, when required. The Deputy Corporate Officer is responsible for protecting confidential information, exercising courtesy, tact, and diplomacy in the exchange of non-routine information with elected officials, City employees and the general public. They perform duties that provide support to Council and the department team.

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#### Duties and Responsibilities

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- Assisting in the organization of the statutory duties and administrative tasks as set out in the *Community Charter*.
- Assist the Corporate Officer to fulfill all statutory, legislative, and regulatory requirements as set out in the applicable legislation.
- Responsible for the process of meeting scheduling, preparation and distribution of agendas and materials for Council and Committees, and public hearings; bylaw preparation; distribution of all supporting material and minutes, decisions, instructions, and resolutions of Council to appropriate parties.
- Perform follow-up activities resulting from Council meetings, including transcribing, and distributing minutes, ensuring that resolutions are in proper format and certified, tracking committee and commission actions and preparing follow up correspondence and bylaws.
- Assist the Corporate Officer to fulfill Deputy Information and Privacy Coordinator responsibilities and administers the BC *Freedom of Information and Protection of Privacy Act* (FOIPPA), including file preparation, correspondence, and timely response coordination.
- Support the planning and delivery of municipal elections, including serving as the Deputy Chief Election Officer, coordinating election logistics, supporting legislative compliance, and assisting with voter and candidate processes.
- Responsible for supporting Administrative and Council policy management including the regular housekeeping of policy files, proofreading of new policies, oversight of the numbering system and publication of public facing policies.
- Assist with contract and agreement management including housekeeping files including updating and maintaining a database for all contracts and agreements, support by proofreading draft agreements reviewed by the Corporate Officer.
- Assisting the Corporate Officer with implementation of the City's records and information management system and administration, monitoring, maintenance, archiving and destruction of records.

- Support the systems administration and maintenance of software such as I-Compass, for internal stakeholders.
- Supports membership maintenance and administration such as UBCM that supports municipalities, Council, and corporate affiliations.
- Supports special projects and performs other duties as assigned, in accordance with departmental and corporate objectives.
- Coordinate logistical aspects of Council attendance at conferences, meetings, seminars, and special events.
- Performs a variety of clerical work including maintaining records, files and correspondence.
- All employees shall work in accordance with the City of Fernie's Safety Management System.
- Other duties as assigned.

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### Minimum Qualifications

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- Degree or diploma in Business Administration, Legal Studies, Local Government Administration, or a related field, or an equivalent combination of education and experience.
- Two (2) years of progressively responsible administrative experience in a municipal or legal environment is preferred.
- Knowledge of the *Community Charter* and *Local Government Act* as they relate to the position.
- Proficient in Microsoft Office programs (Word, Excel, Outlook, PowerPoint).

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### Knowledge, Skills & Abilities

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- Knowledge of principles and practices of the Corporate Officer's role, including agenda management and preparation, records management, and the legislative process.
- Effective written and oral communications skills with ability to organize, compile, and maintain complex and extensive records, prepare reports, correspondence, procedures, and other written materials.
- Ability to deal with highly sensitive and confidential issues.
- Strong attention to detail and accuracy in all work. Skill in producing neat, accurate minutes.
- Works well independently and meets deadlines.
- Strong sense of ethics and ability to handle sensitive and private information.
- Ability to work collaboratively, cooperatively and productively with all outside agencies and organizations including senior government officials.
- Ability to prioritize, pivot and manage conflicting demands.

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### ACKNOWLEDGEMENTS

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The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

The Deputy Corporate Officer is a full-time (35 hours/week), exempt position, for a temporary period of six (6) months term, with the potential for extension by mutual agreement. It is office work, with regular flex time and availability to attend evening Council meetings and events as required. Working in a busy office environment that often has deadlines and time constraints.

Salary for this exempt role is considered a Professional/Technical II pay level, earning \$3,353 bi-weekly, (or \$87,200 per year, pro-rated from date of hire), supplemented with competitive benefits and pension, and will receive the higher benefits between the CUPE Local 2093 and IAFF Local 2827.

Detailed applications containing a resume and cover letter in pdf format can be addressed to Corporate Officer Lavinia McElwee and sent to [careers@fernie.ca](mailto:careers@fernie.ca) and cc'd [lavinia.mcelwee@fernie.ca](mailto:lavinia.mcelwee@fernie.ca) by **April 30, 2026**.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Corporate Officer Lavinia McElwee  
 City of Fernie, 501 – 3<sup>rd</sup> Ave, PO Box 190  
 Fernie, BC, V0B 1M0 or  
 email [careers@fernie.ca](mailto:careers@fernie.ca) cc: [lavinia.mcelwee@fernie.ca](mailto:lavinia.mcelwee@fernie.ca)

*The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*