

Deputy Corporate Officer (Permanent, Full Time) - 2021

Close Date

Open Until Filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Join the City of Kamloops as a permanent, full-time Deputy Corporate Officer!

Are you an experienced local government professional with a passion for municipal governance, legislative processes, and public service? We're looking for a collaborative leader to support the Corporate Officer in ensuring the effective administration of Council and Committee business, providing procedural guidance, overseeing Legislative Services operations, and serving as the Chief Election Officer for future local elections and referenda. If you thrive in a fast-paced environment, have a strong knowledge of local government legislation, and enjoy leading a dedicated team, we'd love to hear from you.

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit! Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone.

Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

The successful candidate must have the following qualifications:

1. A diploma or degree in law, public administration, political science, or a relevant discipline at an accredited institution.
2. Minimum of one year of leadership experience.
3. Minimum of three years of progressive administrative experience in local government or legal settings.
4. Knowledge of Roberts' Rules of Order and administering a local government Procedure Bylaw.
5. Thorough knowledge of applicable federal and provincial legislation. Excellent interpersonal and public speaking skills.
6. Excellent verbal and written communication skills.
7. Experience working with general office software such as MS Office.

The salary range for this position is \$115,178.70 - \$124,776.60. The City offers a comprehensive benefit package including generous vacation and an Earned Days Off program. Along with these benefits, the City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities. This is an exempt Management position. For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position.

This position will remain open until filled. This posting may close anytime after September 11, 2026 if a qualified candidate is found.

Salary Rate

\$115,178.70 - \$124,776.60

Hours & Days of Work

Monday – Friday: 8:30am – 4:30pm

Hours per Week

37.5

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.