

LEGISLATIVE SERVICES ASSISTANT

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:
Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The Legislative Services Assistant provides a wide range of administrative, clerical and operational support to facilitate the effective delivery of departmental services and programs. Responsibilities include providing customer service and responding to public inquiries; reviewing documentation for completeness; maintaining records and information management systems; preparing correspondence, reports, agreements and other documents; processing invoices, coordinating schedules and meetings, and supporting general office operations. The position also provides administrative and logistical support for Council Committees, including agenda preparation, minute-taking, meeting coordination and member recruitment, as well as assisting with municipal elections, referendums, petitions and assent voting processes. Additional duties include coordinating information and website updates, supporting departmental projects, liaising with internal and external stakeholders, and assisting with onboarding and other related administrative functions.

Our Ideal Candidate:

- Certificate in Local Government Administration or an equivalent combination of education and experience
- Minimum of 2 years related experience
- Class 5 BC Driver's License
- Minimum of 1 year experience with a Meeting Management program, preferably eScribe (asset)
- Working knowledge of LGMA Records Management Manual, relevant legislation, policies and practices governing records management
- Working knowledge of the *Community Charter, Local Government Act*
- Working knowledge of City of West Kelowna Council Procedure Bylaw
- Knowledge of Freedom of Information and *Protection of Privacy Act*
- Demonstrated computer skills in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Produce business correspondence with an ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy
- Strong customer service and interpersonal communication skills – both verbal and written
- Ability to exercise discretion and confidentiality
- Must work independently and be able to handle a multitude of priorities
- Detail orientated with strong organizational skills
- Experience handling confidential information with discretion and integrity
- Ability to accommodate a flexible schedule; may require some early morning and evening work



Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-50E | Opens November 6, 2026 | Closes December 7, 2026
Full Time – Permanent | 35 hrs/wk | $39.51/hr
Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years

Human Resources Department
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