



**DISTRICT OF PEACHLAND  
Legislative Clerk / Executive Assistant - Exempt**

The District of Peachland, a vibrant and growing community of approximately 5,400 located on the shores of Okanagan Lake between Kelowna and Penticton, is currently recruiting for a regular full-time Legislative Clerk/Executive Assistant.

The ideal candidate is a highly motivated professional that can provide executive level secretarial and administrative assistance. This is a full time exempt position that requires a high level of confidentiality, an ability to perform a variety of administrative duties, with a high work volume and a high degree of attention to detail and mental concentration, under frequent pressures of deadlines.

**Legislative Clerk:**

Reporting to the Director of Corporate Services the Legislative Clerk assists the Corporate Officer with:

- Council Meeting Agendas
- Correspondence
- Policy updating
- Records Management which includes maintaining File Trail records management software
- Record minutes of meetings when required

This position is the Deputy Chief Election Officer for local government elections.

**Executive Assistant:**

- Provide general confidential secretarial support and administrative assistance functions for the Mayor, Chief Administrative Officer and Director of Corporate Services as required in a politically sensitive manner;
- Organizes special and ceremonial events and books travel arrangements as required;

A detailed job description is available at [www.peachland.ca](http://www.peachland.ca) under careers.

**Preferred Qualifications**

- Post secondary education in a related field;
- Working knowledge of ICompass, and LGMA Records Management System;
- Excellent interpersonal skills – must tactfully and professionally deal with various levels of government officials, members of the public and fellow employees;
- Experience in public sector corporate administration, preferably in the municipal sector, is desirable;
- Proficient computer skills and strong working knowledge of Microsoft Office, Power Point and Publisher;
- Excellent oral and written communication skills are necessary – ability to prepare reports, minutes and correspondence.

The District offers a competitive salary, comprehensive benefit package, a supportive work environment and professional development.

Please submit resume with cover letter by 4:00 p.m. February 9<sup>th</sup>, 2018 to:

Director of Corporate Services  
District of Peachland  
5806 Beach Avenue  
Peachland, B.C. V0H 1X7  
Email: [careers@peachland.ca](mailto:careers@peachland.ca)