



LEGISLATIVE ASSISTANT (12 Month Term)

\$35.85 – 38.07 per hour (Pay Grade 9, 2024 rates)

Join Our Team as a Legislative Assistant!

Are you passionate about local governance and looking for an opportunity to be at the heart of important decision-making processes? We're seeking a highly organized, proactive, and detail-oriented individual to join our team as a **Legislative Assistant** for a 12-month term with a possibility of extension.

In this dynamic role, you'll be a key player in supporting several Committees, Commissions, and the Board of Variance. You will:

- **Coordinate and organize** meeting logistics, including scheduling, agendas, and all necessary materials.
- **Engage with stakeholders**—both internal and external—ensuring smooth communication and support throughout the decision-making process.
- **Be part of the action** by attending meetings, taking minutes, and following up on key decisions and actions.
- **Craft clear communications** by preparing correspondence, reports, and procedural guidance that helps drive impactful outcomes.

In addition, you'll have the opportunity to assist the mayor with scheduling, meeting arrangements, and special event planning. You'll also support council members as they prepare for conferences and other high-profile events.

What's in it for you?

- **Impact:** Play a vital role in shaping decisions that affect the entire community.
- **Growth:** Gain invaluable experience in legislative procedures and local governance.
- **Collaboration:** Work closely with elected officials and diverse stakeholders.

If you're ready to be part of a fast-paced, rewarding environment where your organizational and communication skills will shine, we'd love to hear from you!

This position is a Union position and is subject to the terms and conditions in the Collective Agreement between District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity is available for review in the Employment section of the North Saanich website at www.northsaanich.ca.

This competition will be open until filled. Interested applicants should forward their resumes and cover letters quoting competition number **24-29** to:

Cole Hansen, Human Resources Advisor
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9
careers@northsaanich.ca



DISTRICT OF NORTH SAANICH

Department: Corporate Services

Position Title: Legislative Assistant

Effective Date: June 2022

Revised Date: June 2024

Reports to: Director of Corporate Services

Positions Supervised: N/A

Position Summary

Perform administrative and support services for Mayor and Council in the Corporate Services Department under the direction of the Director of Corporate Services.

Key Responsibilities

General:

- Provide a high level of customer service to the public in handling a variety of enquiries and requests for service.
- Compose correspondence of a routine and non-routine nature, reports, notices and other material related to departmental business.
- Participate as a team member ensuring high performance and service in the provision of effective administration and clerical support for the Department.
- Liaises and communicates with the general public, external organizations, federal, provincial, regional and municipal counterparts.
- Research data for reports and independently prepares routine correspondence when required.

Legislative/Council:

- Administrative duties in support of municipal Committees, Commissions and Board of Variance.
- Prepares agendas for Committees, Commissions and Board of Variance meetings and coordinate all supporting documentation and site visits.
- Attend Committees, Commissions and Board of Variance meetings, record and transcribe minutes and resolutions.
- Administer Commission, Committee and Board of Variance applications and membership processes including monitoring expiring terms, preparing related correspondence, scheduling interviews and orientation of members.
- Assists the Deputy Corporate Officer with Council meeting agenda preparation as required.
- Schedule and arrange meeting space, set up tables, chairs, supplies and equipment for meetings.
- Maintains municipal agreements and legal documents ensuring effective and

- accountable management.
- Assists with Freedom of Information requests as required.
- Assists in preparing bylaws, policies and procedures, and a variety of routine and non-routine correspondence.
- Assist the Director of Corporate Services in the maintenance and control of the corporate records management system.
- Assist senior staff and the Records Coordinator in identifying and locating files and historical records as required.
- Assists the Director of Corporate Services in the coordination of the District's Municipal elections as required.

Minimum Qualifications

Education:

- 2-year diploma in office administration or related field. A Local Government Administration certificate would be considered an asset.

Experience:

- 3 years of Office Administrative experience, or an equivalent combination of education, training and experience.

Knowledge, Skills, and Abilities

- Ability to communicate effectively with Council, Commission members, staff and members of the public regarding meeting agendas, action and communication items, handle and resolve routine and non-routine enquiries.
- Ability to develop and maintain effective workplace relationships.
- Ability to demonstrate tact and diplomacy and maintain confidentiality.
- Working level computer skills including the use of current office software and other local government computer systems.
- Ability to plan and prioritize daily work to meet deadlines.

Job Provisos

- May be required to perform additional related duties as assigned by supervisor.
- Provides back up as required to the Deputy Corporate Officer to take minutes for Council and Committee of the Whole meetings.
- Attendance at Council and Committee of the Whole meetings as required (will be required to work outside of regular business hours).