



District of Kitimat

## DEPUTY DIRECTOR OF CORPORATE ADMINISTRATION

The District of Kitimat is recruiting for the position of Deputy Director of Corporate Administration.

Reporting directly to the Director of Corporate Administration, the position is responsible for assisting the Corporate Officer in the statutory duties of the municipality as per the Community Charter s.148. This position requires a flexible work schedule to accommodate evening work.

Specific accountabilities include: preparing meeting agendas, minutes, bylaws, correspondence and related documentation, administering and evaluating the District's Records Management Program, supervising subordinates, conducting municipal elections and acting as the Freedom of Information and Protection of Privacy Coordinator in the absence of the Director.

The ideal candidate has a diploma in administration or a related field, with a minimum of 5 years direct experience. A fundamental knowledge of local government legislation, along with the LGMA Records Management System, Municipal Elections and FOIP and Access to Information processes is required. An appetite for progressive change and continuous learning, with strong organizational and time management skills are essential. You will have exceptional interpersonal skills, be proficient in Microsoft Office, and have a high attention to detail.

The job will be challenging which will be reflected by the generous compensation package. A detailed job description can be found on the District of Kitimat municipal careers webpage: [www.kitimat.ca](http://www.kitimat.ca).

This position will remain open until filled. The first application review will occur on November 1, 2019.

Please submit a cover letter and resume to the attention of the Human Resources Manager, District of Kitimat, 270 City Centre, Kitimat, B.C., V8C 2H7, Fax 250-632-4995 or e-mail: [hr@kitimat.ca](mailto:hr@kitimat.ca). All applicants are thanked for their interest, however, only those candidates selected for further consideration will be contacted.

***Check out the District of Kitimat's YouTube Channel for a look into 'Living in Kitimat' our Marvel of Nature and Industry!***

Community and Regional information can be found at the following websites: [www.kitimat.ca](http://www.kitimat.ca), [www.hellobc.com/kitimat.aspx](http://www.hellobc.com/kitimat.aspx), [www.tourismkitimat.ca](http://www.tourismkitimat.ca)