

ADMINISTRATIVE MANAGER

Competition #2021-41

August 18, 2021



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities. We are seeking an Administrative Manager who can be both a leader and a dynamic team player.

The Administrative Manager reports to the Director of Legislative Services and manages the reception team. We are seeking a high functioning, detail-oriented professional with senior administrative, protocol and communications experience to act independently and take initiative with coordinating and organizing business conducted by the CAO and Board. You will provide support in a diverse range of confidential administrative matters which includes attending and recording minutes for the open and closed committee meetings. You must have the ability to work independently, exercise good judgement, and effectively handle conflicting priorities. You will possess a high degree of integrity and discretion in managing confidential and sensitive information and have excellent oral and written communication abilities. A high level of proficiency with Microsoft Office Suite and the ability to learn new software is required.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff. If you have a positive, can-do attitude and a keen sense of humour, you will fit right in.

The ideal candidate will possess:

- » Post-secondary education in courses/training in Public/Business Administration or Local Government Administration is desirable plus several years in Public Administration, Law/Paralegal or experience in a senior administrative position in local government, or an equivalent combination of education and experience. Preference will be given to individuals with demonstrated local government experience;
- » Ability to compose and report complex decisions and business into minutes from Board Meetings;
- » Excellent written and verbal communication skills, including a sound knowledge of business English and spelling, the ability to write in a clear, concise manner, and the ability to express thoughts and ideas clearly;
- » Excellent interpersonal and public relations skills as well as a demonstrated ability to work effectively with elected officials, all staff, public and other agencies; and
- » Good organizational skills with the ability to effectively manage time and project tasks within changing priorities and limited timeframes.

The salary for this full-time exempt position is commensurate with experience and is supplemented by a comprehensive and competitive benefit package.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter indicating how you meet the qualifications. Quote Competition #2021-41 and send in confidence by 4:30 p.m. on September 10, 2021, to jobs@fvrd.ca.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.