

# DEPUTY CORPORATE OFFICER

Competition #2021-44

August 23, 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 a detail-oriented person who can demonstrate a high degree of independence while providing leadership to the legislative team. Reporting to the Director of Legislative Services, the successful candidate will be responsible for providing management, support, and guidance to the legislative team.

The Deputy Corporate Officer will possess exemplary communication and interpersonal skills and will provide technical guidance and oversight of drafting and developing service areas and bylaws, contracts, leases, and other agreements; developing, implementing, and delivering training and education for services provided by the Legislative Services Department, including the FOI, privacy, and records management programs; assisting with the administration of FOI Requests; and overseeing the preparation of Committee and Board agendas and minutes. The Deputy Corporate Officer will provide relief in the absence of the Corporate Officer and perform other duties as required.

We offer a 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.

The ideal candidate will have:

- » Post-secondary education in Public Administration, Business Administration, or Law plus several years' experience in an administrative position in local government, or an equivalent combination of education and experience
- » A minimum of three years of progressive management experience in a local government setting
- » Experience with and working knowledge of administering Access to Information Requests (FOI requests), including responding to requests and interpreting and applying section of the *Freedom of Information and Protection of Privacy Act* to withhold or disclose information
- » Working knowledge of the role and function of a Regional District, *Local Government Act*, *Community Charter*, *Freedom of Information and Protection of Privacy Act*, and other legislation and regulations which apply to this position
- » Proven communication skills, both in oral and written format and strong interpersonal skills to deal effectively with all levels of the organization and with external stakeholders

The salary for this full-time exempt position is commensurate with experience and is supplemented by a comprehensive and competitive benefits 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 #2021-44 and send in confidence by 4:30 pm on September 14, 2021, to [jobs@fvrd.ca](mailto:jobs@fvrd.ca).

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