



DISTRICT OF METCHOSIN JOB POSTING

POSTING ID #	25-01
POSITION TITLE:	Legislative Services Assistant
DEPARTMENT:	Corporate Services
POSITION TYPE:	Regular Full-Time Union Position (35 hours per week)
POSTING TYPE:	Internal/External
SALARY:	Pay Grade 2 - \$31.13-\$32.23/hr. (2024 rate) – Under Review
HOURS OF WORK:	35 hours per week (includes evenings)
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The District of Metchosin has an opportunity for a collaborative and detail-oriented individual for the role of **Full-Time Regular Legislative Services Assistant** in the Corporate Services Department. This is a Union position with CUPE, Local 374. The successful candidate must be available to work outside regular working hours to attend Council and Committee meetings. This position reports to the Chief Administrative Officer.

The Legislative Services Assistant areas of responsibility include:

- Assisting with Council and Committee meeting administration (including preparing and distributing agendas, taking minutes and operating technology to support meetings.
- Assisting with processing requests for records under the Freedom of Information and Protection of Privacy Act.
- Assisting with maintaining records classification and management system.
- Assisting with elections, by-elections, assent voting and alternative approval processes.

The Legislative Services Assistant's role is to prepare and distribute Council and Committee agendas, attend daytime as well as evening meetings and to transcribe minutes. The Legislative Services Assistant also provides administrative support through document tracking, website updates, special projects, and other administrative functions and general election support.

As well as providing administrative support for the front counter and phones, the Legislative Services Assistant assists the confidential administrative support to the CAO and Deputy Corporate Officer and performs a wide range of professional administrative duties under tight deadlines, requiring a high-level of accuracy, confidentiality, and discretion. The Legislative Services Assistant must exercise independent judgement, initiative, tact, courtesy, and diplomacy in processing duties and assignments.

The ideal candidate has a diploma in local government, public administration, business administration and/or legal administration and a minimum of 3 years of related practical experience in an administrative environment, preferably within local government. An equivalent combination of training and experience may be considered. The candidate must be able to accurately compose, transcribe and edit minutes, motions, resolutions and decisions taken by Council and Committees of Council.

Using the subject line **POSTING ID# 2025-01_LEGISLATIVE SERVICES ASSISTANT**, please submit your resume and cover letter, in confidence to the Chief Administrative Officer, at careers@metchosin.ca.

Thank you for your interest. Only those invited for an interview will be contacted.

This posting will remain open until filled, but a review of applications will begin after 4:00 p.m. on Friday, April 4, 2025.

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