

Legislative Assistant

Regular Full-Time - Pay Grade 7 (\$33.51 - 35.47/hour - 2024 Rates)

Located on the traditional, ancestral and unceded territory of the lakwaŋan Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is committed to recognizing and celebrating their historic and ongoing connection to these lands.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The Corporate Services Department is pleased to be inviting applications from aspiring local government professionals to fill a Legislative Assistant vacancy. Legislative Assistants jointly play a pivotal role at the District as meeting management experts, which involves material preparation, minute transcription, resolution tracking, and follow up on Council decisions. Working as a member of a collaborative and forward-thinking team, the successful applicant will also provide essential administrative support in the areas of records management, freedom of information requests, responding to inquiries from members of the public, and assisting with the coordination of local elections. If you are an enthusiastic, process-driven individual and recognize your high level of accuracy, confidentiality, and discretion as your key strengths, we welcome and encourage your application!

To be successful in this role, you will have a Local Government Certificate in a related discipline such as Local Government Administration, Public Administration or Business Administration plus three years of prior job-related experience, including acting as a recording secretary to committees, council, boards, or commissions, preferably in a municipal setting. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, employee engagement events, work-life balance, and a staff membership to the weightroom, fitness classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on February 23, 2024**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at https://www.oakbay.ca/municipal-hall/employment-volunteering/employment, which outlines, in more detail, the key accountabilities and required qualifications.

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted