

DISTRICT OF
OAK BAY

CAREER OPPORTUNITY
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 ləkʷəŋən 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 and waters.

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 to fill a Legislative Assistant vacancy. Legislative Assistants jointly play an important role at the District as meeting management specialists, which involves the preparation of materials, minute transcription during evening Council meetings, 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 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. Consider joining our fun, approachable and supportive team!

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. If you don't fully meet the qualifications, we still want to hear from you – equivalent combinations of education and experience will be considered. 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, opportunities for flexible work arrangements, 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 21, 2025**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at www.oakbay.ca/careers, which outlines, in more detail, the key accountabilities and required qualifications.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you have been shortlisted and require accommodation throughout the hiring process, we would be pleased to discuss how to best accommodate your needs.