



District of Mackenzie

Job Opportunity: Executive Assistant/Legislative Clerk

Application Deadline: 4:00pm Wednesday April 9, 2025

"Gateway to northern Rocky Mountain adventure"!

Showcasing the best in outdoor adventure, Mackenzie truly is a great place to live, work and play! Offering a host of year-round recreational activities including mountain biking, hiking, golfing, boating, fishing, hunting, camping and swimming, Mackenzie turns into a majestic winter wonderland ideal for ice fishing, snowmobiling, downhill skiing, snowshoeing or cross-country skiing. While located in a tranquil wilderness setting, this vibrant community is home to a variety of retail stores, restaurants and hotels. Mackenzie offers some of the most affordable housing in the province ensuring that you can enjoy a positive work life balance for you and your family.

Summary of the Role and Responsibilities:

Reporting to the Director of Corporate Services, the Executive Assistant/Legislative Clerk will provide support to the Director of Corporate Services, Chief Administrative Officer, Mayor and Council, as well as other Department Heads, including but not limited to:

- Preparing agendas, minutes and reports for meetings of Council, Committee of the Whole, and Council Committee meetings as necessary;
- Making arrangements for Mayor and Council conference attendance and travel;
- Composing a variety of correspondence including memos to Council and draft correspondence originating from Council and Committee meetings;
- Preparing and distributing necessary public notices and corporate communications;
- Maintaining the central records management system;
- Providing administrative support for the Access and Inclusion Advisory Committee and the Community Grants Adjudication Committee.
- Assisting with Freedom of Information and Protection of Privacy legislative duties;
- Preparing contracts and agreements (ie. bid documents, service contracts, leases);
- Acting as Deputy Chief Election Officer during municipal elections;
- Assisting in the administration of the Mackenzie Municipal Cemetery.
- Conducting research, reviewing legislation, and writing reports for Mayor and Council meetings.



Experience and Qualifications:

- Education and some experience in a related field, such as office administration, public or business administration, legal assistance, or applied business technology. Equivalent education and experience will also be considered.
- Sound judgment, tact and discretion when dealing with all level of government officials, members of the public and staff.
- Demonstrated organization and interpersonal skills;
- Excellent oral and written communication skills and the ability to prepare reports, minutes and correspondence;
- Proficient computer skills and a strong working knowledge of the Microsoft Office suite of programs.
- Valid Class 5 License
- Successfully pass a Criminal Record Check and Drivers Abstract

Work Hours, Salary, and Benefits:

Regular working hours are from 8:30 am – 4:30 pm. In addition, it will be necessary to attend Council meetings outside of these hours. The [2025 Council Meeting Schedule](#) can be found on the District of Mackenzie website for further information.

The District of Mackenzie offers a competitive and attractive compensation package with a salary range of \$63,823 - \$74,236 plus comprehensive health and wellness benefits. In addition, the successful candidate will benefit from continuing education opportunities.

Application Submission:

If you are a self-directed professional who works well in a fast-paced environment and would like to join this dynamic and dedicated team, we look forward to hearing from you! Please submit your resume and cover letter to:

District of Mackenzie
Attn: Kerri Borne, Chief Financial Officer
Bag 340, 1 Mackenzie Boulevard, Mackenzie, BC, V0J 2C0
Email: kerri@districtofmackenzie.ca

We value a talented and innovative workforce that represents our vibrant community spirit and are committed to creating a diverse, inclusive, and accessible work environment. We thank all applicants in advance for your interest in joining us at the District of Mackenzie, however only those short-listed will be contacted.