MACKENZIE
BRITISH COLUMBIA

Legislative Clerk

Application Deadline: 11:59 pm - Monday December 7, 2026

Summary:
A member of the Corporate Services team, this role supports the legislative and administrative functions of the organization including, but not limited to, providing support to Mayor and Council, the Chief Administrative Officer, and the Director of Corporate Services in preparing agendas, minutes and reports for meetings of Council, Committee of the Whole, and Council Committees as necessary; making arrangements for Mayor and Council conference attendance and travel; composing correspondence; preparing and distributing public notices and communications materials; maintaining the central records management system; preparing bylaws, policies, and agreements; assisting in the administration of the Municipal Cemetery; and conducting research, reviewing legislation, and writing reports for Mayor and Council meetings.

Qualifications:

- Post-secondary education in a related field such as office administration, public or business administration, legal assistance, or applied business technology.
- Excellent communication and interpersonal skills to be able to professionally interact with Mayor and Council, members of the public, fellow employees, agencies, and community partners.
- Proficient computer skills and a working knowledge of Microsoft Office.
- Ability to manage information efficiently and maintain precise, well-organized records.
- Experience working within a local government setting would be considered an asset.

Job Details:

- **Type:** Full-time Exempt Position
- **Salary Range:** $70,376 - $76,830
- **Hours:** 37.5 hours per week, Monday – Friday between 8:30 am and 4:30 pm. In addition, it will be necessary to attend Council meetings outside of these hours.
- **Location:** District of Mackenzie Office, 1 Mackenzie Blvd.

About Mackenzie:
Located in the scenic Northern Rocky Mountain Trench, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. These amenities with the safety afforded by small town living makes Mackenzie ideal for young working individuals and families. Discover more by viewing our Visit Mackenzie BC Guide.

Join Our Team!
If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie
1 Mackenzie Blvd., Mackenzie, BC, V0J 2C0
Attention: Corrine Higgins, Human Resources Coordinator
Email: chiggins@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.