



DEPUTY DIRECTOR OF CORPORATE SERVICES

Looking for a change? Want to fast-track your career? Live in a place where your income goes further? There is no better place than north-central BC to carve your career path!

Burns Lake is located between Prince George and Smithers in an area known as the Lakes District. The area has over 5,000 km of shoreline, from small lakes to some of BC's largest. Burns Lake is a haven for anglers, boaters and kayakers. One of our star attractions is the 160-acre Kager Lake Recreation site, 10 minutes from downtown, boasting some of the best mountain biking around, and in the winter, fat-bikers, snowshoers and hikers use the well-maintained trail system. For those interested in the arts, we have the Lakes Artisan Centre, the Lakes District Arts Council, and we are home to Canada's second community-owned theatre. Spring, summer, fall and winter, there is always something to do in our community.

Take a look at our YouTube Channel '*Burns Lake and the Lakes District*' to give you a feel for the place that 8,000 people in the Lakes District call home. You can become a homeowner, get to know your neighbours and say goodbye to the daily commute.

What you will be doing ...

- Reporting to the CAO, the Deputy Director of Corporate Services is responsible for corporate administration as stated under Section 148 of the Community Charter.
- Oversee correspondence between the municipality and all other entities dealing with the municipality.
- Research into policy and legislative issues and provide advice relating to the Community Charter, the Local Government Act, and any other relevant legislation.
- Process Freedom of Information requests.
- Prepare and distribute council agendas.
- Ensure that accurate minutes of the meetings of Council and Council committees are prepared and that the minutes, bylaws, and other records of the business of Council and Council committees are maintained and kept safe.
- Manage the Village of Burns Lake website content and quality control as well as Village social media accounts.
- Prepare regular village circulars, but not limited to, the Lakes District Free Classifieds, the LD News, Village Newsletters and Mayor's messages.
- The successful candidate will be highly motivated professional with excellent written and verbal communication skills,

Skills you need to succeed:

- A two-year Diploma in Public Sector Management or Public Administration or related discipline.
- Excellent communication skills.
- Excellent report writing skills.
- Sound personal judgement, discretion, and credibility.
- Good problem-solving skills.
- A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within time deadlines.
- Above average computer skills.
- A thorough knowledge of all applicable federal and provincial legislation.

Village of Burns Lake is offering:

- Municipal Pension Plan
- Excellent benefits package
- Career development through paid professional development offerings
- A salary that reflects your experience.
- A fun and positive work environment

How to apply

A detailed job description is available at: burnslake.ca/news

Email your cover letter and resume to Sheryl Worthing, CAO:
village@burnslake.ca

Subject line: Deputy Director of Corporate Services

Please include two references, one work-related and one personal.

Closing date 10:00 AM October 3rd, 2023

We express our appreciation to all applicants for their interest in this position. We will only contact those candidates selected for an interview.