



# VILLAGE OF BELCARRA

*"Between Forest and Sea"*

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## Corporate Officer

The Village of Belcarra is seeking applications for the position of Corporate Officer to complement a small, dedicated municipal services team serving the needs of Belcarra Council and its engaged citizens.

### THE PLACE

The Village of Belcarra (Belcarra) is located on the eastern shore of Indian Arm at the mouth of the Burrard Inlet within the traditional unceded territory of the Tsleil-Waututh Nation. Belcarra is a unique community, peaceful, surrounded by nature, within Metro Vancouver, a short 10-minute drive to Port Moody and a 45-minute drive from downtown Vancouver. Belcarra has seven hundred residents and is surrounded by t̓əmt̓əx̓w̓t̓ən/Belcarra Regional Park and Say Nuth Khaw Yum Provincial Park (Indian Arm Park). It is a jewel of Metro Vancouver offering a unique spectacular natural setting in a larger urban context. The Village is entirely residential with its municipal office, community hall and public works yard as the centre piece of municipal government and gathering place for Village residents. t̓əmt̓əx̓w̓t̓ən/Belcarra Regional Park provides ready access to popular walking, hiking and biking trails, and water activities at both a sea water beach and a freshwater lake.

### THE POSITION

Reporting to the Chief Administrative Officer, you will assist with the management of all functions related to the statutory duties and responsibilities of the position of Corporate Officer (CO). The CO will play a key role in preparation of agendas, minutes, reports, bylaws, policies, and statutory notices as well as FOI requests and administering oaths and taking affirmations, affidavits, and declarations. The CO will also provide complex, confidential administrative support to Mayor & Council and the Chief Administrative Officer (CAO). The ability to communicate effectively, orally and in writing is essential. This role includes providing clerical assistance to other departments, general office duties as well as phone and front counter support.

Ideally, the successful candidate will possess post-secondary education related to local government with previous experience in municipal government administration. Thorough understanding and working knowledge is required of BC Municipal Legislation including the Community Charter, Local Government Act, Freedom of Information & Protection of Privacy Act, and Roberts Rules of Order. This position must communicate and interact professionally and effectively with multiple internal and external stakeholders, possess a thorough knowledge and understanding of the provision of municipal services, and be familiar with local government best practices. This position requires working evenings for Council meetings.

### SKILLS AND EXPERIENCE

The ideal candidate will have:

- At least three years' experience in a smaller Canadian municipality as a Corporate Officer, manager or equivalent.
- Considerable knowledge of the Local Government Act and Community Charter, relevant legislation, bylaws, and policies.

- Considerable knowledge of parliamentary rules, procedures, processes, and protocols; local government functions and responsibilities.
- Experience with Freedom of Information and Protection of Privacy Act.
- Effective communication, political acumen, and critical thinking skills with the ability to adapt to political priorities.
- Exceptional interpersonal skills and the ability to effectively communicate and engage with key stakeholder groups including Council, staff, residents and surrounding municipal staff.
- Strong problem-solving skills supported by the ability to research, analyze, and interpret complex situations.
- Strong attention to detail with the ability to prepare, edit, and maintain legislative documentation.
- Strong skills in the use of relevant computer software applications including Microsoft Office Suite (including SharePoint, Word, Excel, PowerPoint) and Adobe Acrobat.
- Advanced skills in people management practices for direct reports, capable of creating and sustaining a respectful and productive work environment that inspires teamwork, creativity, enthusiasm, and positive results.

This is a full-time statutory position with a competitive salary commensurate with qualifications and experience, supplemented by a comprehensive benefits package. The Village of Belcarra will consider a combination of education, training, and experience when selecting the successful candidate. The preferred candidate will have a good balance of technical and interpersonal skills, combined with the capacity to be a “quick study” on local issues and provincial legislation. Belcarra supports ongoing professional development. If your qualifications, prior experience and skills make you a good fit for this role, please send your CV, salary history, and a cover letter by **November 28, 2022** to: [prichardson@belcarra.ca](mailto:prichardson@belcarra.ca)

We appreciate all responses, but only those selected for follow-up will be contacted.