

## CITY OF FERNIE – DIRECTOR OF CORPORATE ADMINISTRATION SERVICES

*“Scenic Fernie - In the Mountains, by the River”*

The City of Fernie, located in a spectacular natural setting in southeastern British Columbia, is seeking an experienced **Director of Corporate Administration Services (City Clerk)**.

Fernie is at the centre of one of the most unique and desirable regions in British Columbia. Located in the Rocky Mountains, the adjacent Fernie Alpine Resort provides some of the finest skiing in North America while the surrounding East Kootenay region provides world class outdoor recreation opportunities. Exceptional fly fishing, mountain biking, hiking and backcountry adventure can be accessed directly from town. Fernie is truly a four season wonderland.

Less than three hours from Calgary, Fernie and the East Kootenay have become the recreation playground for southern Alberta and now welcome guests from the rest of Canada, the United States, Australia and Europe. Fernie offers an exceptional four season lifestyle and merges modern resort development with traditional industries and outstanding built heritage in a community that developed in the late nineteenth and early twentieth century's. The City has a population of approximately 4,500 with an area population of over 15,000. The municipality has a staff of 50 and provides a full range of municipal services.

Reporting to the Chief Administrative Officer and working with City Council, Staff and the Community, your primary responsibilities will be to effectively fulfill the duties of the corporate officer as set out in section 148 of the Community Charter and the City's Officer Establishment Bylaw. As the preferred applicant, you are a “big picture” leader, tactical problem solver, deal effectively with competing priorities and are well respected for your ability to work well under pressure. You are an experienced strategic departmental leader known for your ability to execute and deliver results on time and within budget and have a strong commitment to administrative fairness, natural justice and ethical conduct.

Specific responsibilities include, but are not limited to: preparing meeting agendas and Council packages; recording and preparing the Council and Committee meeting minutes and videos; drafting bylaws, agreements, and corporate policies; overseeing corporate communications including processing correspondence, legal notices, press releases, and managing the City's website; records management; elections and referenda; information and privacy coordination; and direct supervision of Bylaw Enforcement. We require a detail-oriented person who thrives in a fast-paced environment; understands the complexities of local government; has exceptional interpersonal and communication skills; and is known for setting work objectives that are aggressive yet realistic.

### Desired qualifications include:

- A degree or diploma in Local Government Administration, Business Administration or Law;
- Certificate in Local Government Statutory Administration from the BC Board of Examiners;
- Five years experience in local government with at least two years experience as a City Clerk;
- Demonstrated knowledge of municipal legislation including the: *Community Charter; Local Government Act; FOI-POP Act; Land Titles Act*; and other related regulations, policies and procedures;
- Solid understanding of planning and land use management legislation and associated bylaws and common law precedents;
- Exceptional interpersonal, written and verbal communications skills;
- Experience consulting the public, working with councils, boards, committees and commissions and the community;
- Exceptional computer skills including strong working knowledge of Microsoft Office, InDesign and experience using social media in a municipal setting;
- Experience using the Granicus' webcasting open platform for streaming Council meetings is preferred; and
- Extensive knowledge and/or training in parliamentary procedures.

The salary range for this position is \$93,000 to \$102,000 with an excellent benefits package. Resumes and a covering letter detailing your interest in working for the City of Fernie should be forwarded in confidence by 4:00 p.m. MST, on **December 19, 2014** to:

Jim Hendricks, Chief Administrative Officer  
City of Fernie  
Box 190, Fernie, BC V0B 1M0  
(T) 250-423-2225 | (E) [jim.hendricks@fernie.ca](mailto:jim.hendricks@fernie.ca)

The City of Fernie thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.