



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **Municipal Office Coordinator – Village of Lions Bay**

The Village of Lions Bay is a small, compact community on the scenic coast of Howe Sound. The goal of the Village is to provide first class service to our citizens and we are looking for someone with drive and determination to grow and contribute to a dedicated team.

This is an exciting full-time administrative opportunity for a person with solid municipal experience who wishes to advance his or her career in municipal government. This is a supervisory, varied and moderately complex advanced administrative role supervising the provision of office support services while acting as an assistant to the CAO to ensure the success of the municipality.

Reporting to the Chief Administrative Officer, this position will be responsible for:

- Providing administrative and clerical support to Council including preparing agendas and recording of Council/Committee proceedings and support to various Council appointed committees;
- Providing administrative and clerical supervision and support to Council and the Administrative Team including;
  - Assisting in the drafting of by-laws, overseeing FOIPPA enquiries, liaising with Provincial, Federal and other municipal contacts and community groups and contractors;
  - Generally ensuring legislative regulations are met, where appropriate;
  - Assists in special projects;
  - Drafting and processing correspondence, managing calendars, responding to public enquiries, conducting research;
  - Running financial reports and queries, updating statistics and performance measures, filing, organizing administrative records;
  - Ensuring Village website is up to date, provide IT support including server backup and troubleshooting IT issues.

The preferred candidate will possess:

- Grade 12 diploma, supplemented by courses in office and/or business administration
- A minimum of five years office experience, two years at a senior level, preferably in a municipality
- Previous experience working with a Council or Board and a sound working knowledge of Robert's Rules of Order
- Excellent customer service skills, including the ability to problem-solve
- Excellent communication skills, both written and oral (prior experience in a communications role would be an asset)
- Advanced knowledge of MS Office (including MS Publisher and MS Access) and Adobe software
- Demonstrated ability to prioritize tasks to meet deadlines, particularly where deadlines may conflict
- Previous experience with website management would be considered an asset

The successful candidate is required to supply a criminal record check prior to commencing employment with the Village.

This posting does not list all of the duties of the position, nor does it fully detail the required skills, knowledge and abilities.

**Position Status:** CUPE Local 389 (Union) – Permanent Full-Time

**Hours of Work:** 40 hours per week.

The hours of work for this position are generally eight hours per day Monday through Friday, though hours of work will vary periodically for Council meetings for which the successful applicant is required to be available. In rare cases, overtime may be required.

**Rate of Pay:** \$28.44 per hour (2014) plus benefits

**Closing Date:** Noon, Wednesday, December 24<sup>th</sup>, 2014

Please submit your resume and cover letter electronically to the attention of:

Village of Lions Bay  
Mandy Koonts, Chief Administrative Officer  
PO Box 141, 400 Centre Road  
Lions Bay, BC, V0N 2E0  
[mkoonts@lionsbay.ca](mailto:mkoonts@lionsbay.ca)

We thank all applicants for their interest, however only those chosen for an interview will be contacted. No phone calls please.