



## Director of Legislative & Corporate Services

The Squamish-Lillooet Regional District (SLRD) is located in southwestern BC and consists of 4 member municipalities (Squamish, Whistler, Pemberton, Lillooet) and 4 electoral areas. The region contains some of the most spectacular forests, waterways, and mountains in the province and affords an endless range of opportunities for outdoor adventure.

Headquartered in Pemberton, which is the approximate geographic centre of the region, the SLRD delivers a wide range of regional, sub-regional and local services to approximately 38,000 residents. Services include land use planning, solid waste management, building inspection, fire protection, emergency preparedness, 911 services, recreation, water and sewer utilities, transit, trails and open spaces as well as financial support for various community services.

The SLRD is currently seeking to fill the position of Director of Legislative & Corporate Services. Reporting to the Chief Administrative Officer, this senior management position is responsible for a wide range of legislative, legal, corporate and administrative services in our organization.

The ideal candidate will have:

- A Post-Secondary Degree in Public Administration, Business Administration, Law, or related discipline, supplemented by 5 or more years of relevant experience in a management position, preferably in local government, or an equivalent combination of education and experience
- A thorough working knowledge of the *Local Government Act* and the *Community Charter* and associated acts and regulations
- A thorough working knowledge of the *Freedom of Information and Protection of Privacy Act*.

In addition, the ideal candidate will also possess demonstrated knowledge, expertise and experience in the following areas:

- Statutory duties of the Officer responsible for Corporate Administration as set out in the *Local Government Act*
- Conducting Elections, Referenda and Alternative Approval Processes
- Bylaw and Contract drafting and administration
- Previous government and/or legal experience; knowledge of government policy-making and legislative processes with the ability to interpret and explain legislation and contracts

Compensation will be determined commensurate with knowledge, skills and ability, and includes a comprehensive benefit package and Municipal Pension Plan. Interested candidates are invited to submit their resume with a covering letter and references by mail, fax or email, no later than **Monday, March 30, 2015** to:

Attn: Jennifer Hanna  
Executive Assistant  
Squamish-Lillooet Regional District  
[jhanna@slrd.bc.ca](mailto:jhanna@slrd.bc.ca)

For further information and a full job description visit [www.slrd.bc.ca](http://www.slrd.bc.ca)

*We sincerely thank all applicants for their interest, however, only candidates under consideration will be contacted.*