



EMPLOYMENT OPPORTUNITY

Legislative Services and FOIPP Clerk

Permanent Full-Time | External
Legislative Services
Competition No.: 2025-1056



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Considerable knowledge of the application of the provisions of the Freedom of Information and Protection of Privacy Act, including the ability to interpret and apply FOIPP regulations.
- Thorough understanding of corporate level minute taking, parliamentary procedure and Robert's Rules of Order.
- Demonstrated ability to prepare complex, accurate and thorough minutes.
- Exemplary interpersonal and customer service skills to establish and maintain good working relationships with a wide variety of staff, Board members, Committee members and the public.

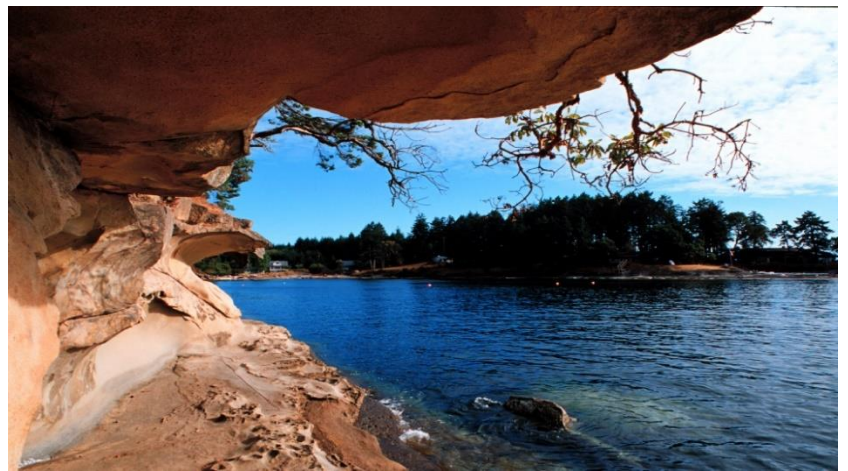
APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1056 in the subject line of your email to ensure proper processing.**

Applications will be accepted until the role is filled.

Date Posted: May 15, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Legislative Services and FOIPP Clerk with the Legislative Services department.

Reporting to the Legislative Services and FOIPP Coordinator, the Legislative Services and FOIPP Clerk, performs a wide range of professional administrative and technical duties under tight deadlines, requiring a high level of accuracy, confidentiality, and discretion. The ideal candidate is technically proficient, detail and process-oriented, comfortable working with elected officials and other stakeholders, and enjoys a fast-paced in a procedural and technical environment.

QUALIFICATIONS

Qualifications include a Diploma in Public or Local Government Administration or related field, plus three to five years' job-related experience including a minimum of 3 years working with FOIPP legislation, preferably in a local government setting. Professional designation related to legal administration and completion of formal academic *FOIPP* coursework is an asset. Experience working in a political environment with senior staff and elected officials is preferred.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2024) rate of pay is \$40.91 to \$43.06. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Legislative Services and FOIPP Clerk

Legislative Services

Pay Band 13

Job Summary

Reporting to the Legislative Services and FOIPP Coordinator, the Legislative Services and FOIPP Clerk, performs a wide range of professional administrative and technical duties under tight deadlines, requiring a high level of accuracy, confidentiality, and discretion. The ideal candidate is technically proficient, comfortable working with elected officials and other stakeholders, detail and process-oriented, and enjoys a fast-pace in a procedural and technical environment.

Primary Duties and Responsibilities

- Supports the Legislative Services and FOIPP Coordinators in processing requests under the *Freedom of Information and Protection of Privacy Act (FOIPP)*, including responding to FOI requests and preparing and severing responsive records.
- Supports the development of policies and procedures for the Regional District in accordance with *FOIPP*.
- Coordinates and operates technologies that support Board and Committee meetings, including the configuration and setup of virtual meeting room technologies, hosting the virtual meetings, and facilitating the participants joining the virtual meetings.
- Responds to queries from stakeholders related to the electronic meeting management system and corporate standards as they relate to agendas, committee/commission reports, and records. Liaisons with IT staff, stakeholders and software providers to resolve technical issues.
- Reviews and authorizes delegation requests to Committees and Boards ensuring compliance with applicable terms of reference, bylaws, and legislation.
- Provides information, assistance and guidance to internal and external contacts pertaining to departmental operations, policies, decisions of Boards and Committees and related matters.
- Provides administrative support of a complex and confidential nature to the Legislative Services department including preparing and proof-reading correspondence, memoranda, reports, public notices and advertisements, and provides assistance and coordination of Board and Department activities.
- Provides corporate training in minute taking, agenda preparation and virtual meeting technologies and prepares training materials.
- Coordinates and addresses administrative items and arrangements such as following up on outstanding items and Board resolution tracking and scheduling the Board calendar and associated invites.
- Assists in the coordination of local elections, referendums, and alternative approval processes.
- Witnesses signatures, administers oaths, and takes affirmations, affidavits, and declarations as a Commissioner for Taking Affidavits.
- Assists with the coordination of bylaws and the Regional District's Records Management system.
- Updates and maintains selected publications and corporate documents to the internal intranet and external website.
- Develops, maintains and updates manuals, system documentation, and standard procedures.
- Provides a backfill role for the Legislative Services and FOIPP Coordinators, as required.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other duties as required.

Job Qualifications

Education/Experience

- Diploma in Public or Local Government Administration or related field.
- 3 to 5 years' job-related experience including a minimum of 3 years working with FOIPP legislation, preferably in a local government setting.
- Professional designation related to legal administration and completion of formal academic *FOIPP* coursework is an asset.
- Experience working in a political environment with senior staff and elected officials is preferred.

Skills/Abilities

- Considerable knowledge of the application of the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Ability to interpret and apply *FOIPP* regulations.
- Knowledge and experience with relevant legislation including the *Community Charter* and *Local Government Act*.
- Considerable knowledge and proficiency of meeting and agenda technologies, including configuration, functionality and operation.
- Thorough understanding of corporate level minute taking, parliamentary procedure and Robert's Rules of Order.
- Demonstrated ability to prepare complex, accurate and thorough minutes.
- Ability to train other staff on meeting management and minute taking.
- Considerable knowledge of administrative practices, procedures, and standard protocols.
- Demonstrated ability to prepare and format documents for distribution to the Board and public.
- Working knowledge of the LGMA Records Management System or similar records classification and retention system and experience with electronic document and records management systems.
- Proven ability to maintain confidentiality and to exercise a high degree of tact, diplomacy, professionalism, and discretion.
- Possess strong analytical and problem-solving skills.
- Ability to make decisions and provide guidance where the action is clearly prescribed and discernment as to when to escalate to a supervisor.
- Ability to work independently under broad direction, including managing day to day priorities and planning for future needs.
- Ability to use judgment to select and interpret information and handle deviations from standard methods and practices and to identify and engage appropriate resources.
- Excellent organizational, time management and prioritization skills and to work under pressure and manage multiple competing priorities with tight deadlines.
- Exemplary interpersonal and customer service skills, to establish and maintain good working relationships with a wide variety of staff, Board members, Committee members and the public.
- Strong verbal communication skills including the ability to effectively listen and support the resolution of problems.
- Possess a high level of attention to detail and accuracy in a fast-paced and high output working environment.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint, and SharePoint.
- Able to work effectively in a team environment.

Reporting Relationship

Reports to: Legislative Services and FOIPP Coordinator