



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

November 21, 2025

Application Deadline

December 12, 2025 at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a **cover letter** noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-1167

Deputy Corporate Officer

Full Time, Permanent Exempt Position

Position Overview

Reporting to the Corporate Officer, the Deputy Corporate Officer will provide support to the administrative process for Board and committee meetings, agendas, and records management. They assist the Chair and Chief Administrative Officer, as necessary, while working cooperatively with Department Heads and others to efficiently carry out the administration of the Regional District.

This position will be responsible for administering Board and committee agenda processes including: proofing staff reports and providing feedback; supervising and supporting the preparation and distribution of agendas; ensuring compliance with procedures and legislation; taking and ensuring accurate minutes; ensuring consistency; and ensuring departmental follow-up tasks are completed.

The Deputy Corporate Officer will support, and coach unionized clerical staff. They will respond to *FOIPPA* requests, ensuring compliance with the *Act*. They are responsible for providing support to the Corporate Officer for records management and annual budgeting, and act as the Corporate Officer in their absence. In addition, they will develop and maintain policy, procedures and bylaws, prepare correspondence, reports and other written documentation. They will also act as the Deputy Election Officer during local elections.

Qualifications

The ideal candidate will possess a certificate, diploma or degree in Public Administration, plus a minimum of five years' experience, preferably in a local government corporate administration setting. They will have excellent computer skills and proficiency with Microsoft Office Suite. Strong analytical skills, paired with excellent written and verbal communication skills are necessary. Experience with elections, electronic agenda preparation software, and electronic records management are key. Knowledge and experience with applicable Acts is required, although an equivalent combination of education, training and experience may be considered.

This position is located at the Dawson Creek office.

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

This exempt position offers a competitive salary range of \$97,817 - \$115,079, benefits package and an excellent team.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca



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