Local Government Management Association of BC
Established and Operated as the Municipal Officers’ Association of BC from 1919 to 2000

in partnership with CivicInfo BC

JOB POSTING CIRCULARS
for the week ending
June 14, 2002
District of Lake Country
Financial Services Manager

Located immediately north of Kelowna in the Central Okanagan, Lake Country is a district municipality with a population of approximately 9,600, comprised of the communities of Carr’s Landing, Okanagan Centre, Oyama and Winfield. With its close proximity to lakes, Big White and Silver Star ski resorts, and numerous destination golf courses, Lake Country is conducive to a wide variety of year-round, outdoor recreational activities.

Incorporated seven years ago, there remain many challenges and opportunities to keep the municipality moving forward. Reporting to the Director of Finance, the Financial Services Manager will also hold the statutory position of Collector, and will become the acting Director of Finance in his absence. This position is an integral part of the management team.

Responsibilities will be diverse and will include all aspects of municipal finance. Main duties include overseeing the day-to-day operations of the Finance department, the preparation of the year-end financial statements, and the collection of property taxes. The position supervises three proficient accounting clerks and manages computer network maintenance. Involvement in other issues will only be limited by your initiative.

Qualifications include a professional accounting designation, five years of municipal finance or municipal auditing experience, advanced computer skills, supervisory skills and experience, and superior organizational skills. Knowledge of PSAB and Concord’s Progress MAIS system would be an asset. A propensity for customer service is important. An innovative approach towards doing business and the ability to think outside the box are a must.

A salary range from the low-50’s to the low-60’s and a comprehensive benefits package are offered, depending upon qualifications and experience. Please submit your resume in confidence by Friday, July 5th to:

Stephen Banmen, MBA
Director of Finance
District of Lake Country
telephone: (250) 766-5650
districtoflakecountry.bc.ca
10150 Bottom Wood Lake Road
fax: (250) 766-0116
email: treasurer@lakecountry.bc.ca
Lake Country, B.C. V4V 2M1
www.lakecountry.bc.ca

The District of Lake Country appreciates all qualified responses and advises that follow-up calls are not necessary, as all applicants will be acknowledged.

LGMA / CI Circular #154.02 June 14
DISTRICT OF POWELL RIVER
BUILDING/PLUMBING INSPECTOR ASSISTANT

Temporary – Full Time
6 months with possibility for extension

 Located at the top of the Sunshine coast, 80 miles north of Vancouver, B.C., Powell River is a thriving and progressive seaside community of approximately 14,000 with easy access to Vancouver, Vancouver Island and the Sechelt Peninsula. Powell River is internationally known for its year-round recreational opportunities, including boating, diving, kayaking, sailing, golfing, hiking, biking and fishing. The community is further enriched with cultural activities such as choral festivals, theatre, museums and a music academy. With a modern multi-purpose recreation complex, new hospital and affordable housing, Powell River has many of the amenities of larger urban centres yet maintains a unique rural flavour.

Reporting to the Director of Operational/Development Services, you are responsible to provide a variety of municipal bylaw duties to assist in the active operation of the Building Inspection Department. The ideal candidate for this position will have a demonstrated knowledge of the BC Building and Plumbing Codes, construction methods and materials as well as an understanding of Building Bylaw enforcement proceedings. Will be well versed in public relation skills inclusive of being effective at professionally communicating with the public, officials, developers, professionals and government authorities. Be able to diagnose a variety of Building Bylaw related issues to assist the developer in the interpretation of applicable codes and must have an acceptable level of computer literacy.

Trades qualification or technical diploma required, as well as certified membership as a Level 3 Building Inspector with the Building Inspectors’ Association of B.C. and a certified membership with the Plumbing Inspectors’ Association of B.C.

This position is subject to the current CUPE Local 798 Collective Agreement. For a copy of the complete job description, please contact (604) 485-6291.

Please forward your resumé with covering letter in confidence to:

Gino Francescutti, Director of Operational/Development Services
District of Powell River
6910 Duncan Street
Powell River, B.C. V8A 1V4
(Fax 604-485-2913)

Interested candidates are invited to submit their resumés with covering letter no later than 4:00 p.m., Wednesday, 26 June 2002. We wish to thank all candidates for their interest, but advise that only those applicants selected for an interview will be contacted.

LGMA / CI Circular #155.02 June 14
CAREER OPPORTUNITY
FIRE CHIEF

An exciting and challenging opportunity exists for a qualified and experienced leader to join the City of Kamloops management team as Fire Chief.

Reporting to the Corporate Administrator, the successful applicant will act as principal advisor to City Council in matters of fire prevention, fire suppression, rescue and other emergencies. The Fire Chief manages 92 career and 45 auxiliary fire fighters responding to, and possibly taking charge of, all local emergency situations.

As local assistant to the Fire Commissioner, the Fire Chief will plan, execute and enforce all fire regulations, codes, standards and inspections. Other responsibilities include preparing annual operating and capital budgets, holding regular staff and community meetings, and working closely with other City departments and provincial agencies concerning fire safety.

In addition to proven management and supervisory capabilities in fire services, the ideal candidate will have a thorough knowledge of all federal and provincial codes and regulations, and excellent interpersonal and public speaking skills, augmented by post secondary education.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Please submit resumes, quoting Competition No. 01-20/02, by Monday, 2002 June 24, to:

City of Kamloops
Human Resources Department
7 Victoria Street West
Kamloops BC V2C 1A2
phone: (250) 828-3439
fax: (250) 372-1351

LGMA / CI Circular #156.04 June 14
EMPLOYMENT OPPORTUNITY
Network Technician

The City of Kamloops has a challenging opportunity available for a Network Technician. Work involves the maintenance of the City’s network and servers, including diagnosing and resolving complex hardware, software, and network issues. The incumbent provides advice, training, and technical support for various projects, and works closely with Information Technology staff in evaluating current systems and making decisions on future development.

Educational requirements are as follows:
$ Bachelor’s Degree in Computer Science
$ A+ Certification
$ Certified Network Engineer certification for Novell
$ Microsoft Certified Systems Engineer Certification
$ BC Driver’s Licence - Class 5
$ Ability to obtain and maintain RCMP Enhanced Security Clearance

A minimum of two years previous experience in networking administration is also required.

This is a unionized position with a wage rate of $27.94 per hour plus benefits.

Please forward resumes/applications in confidence, quoting Competition No. 07-06/02, by 4:00 p.m., Friday, 2002 June 28, to:

City of Kamloops
Human Resources Department
7 Victoria Street West
Kamloops BC V2C 1A2
Fax: (250) 372-1351

FOR A MORE DETAILED JOB DESCRIPTION VISIT OUR WEB SITE AT:
www.city.kamloops.bc.ca

LGMA / CI Circular #157.02 June 14
DISTRICT OF POWELL RIVER
LAN ADMINISTRATOR/COMPUTER SYSTEMS ANALYST
(Three Year Contract Position)

Located at the top of the Sunshine Coast, 80 miles north of Vancouver, B.C., Powell River is a thriving and progressive seaside community of approximately 14,000 with easy access to Vancouver, Vancouver Island and the Sechelt Peninsula. Powell River is internationally known for its year-round recreational opportunities, including boating, diving, kayaking, sailing, golfing, hiking, biking and fishing. The community is further enriched with cultural activities such as choral festivals, theatre, museums and a music academy. With a modern multi-purpose recreation complex, new hospital and affordable housing, Powell River has many of the amenities of larger urban centres yet maintains a unique rural flavour.

The Corporation of the District of Powell River is now accepting applications for a full time LAN Administrator to work at the R.C.M. Police Detachment, Powell River, B.C. This is a contract position. The position requires a suitable combination of training, education and experience in diagnosing and resolving hardware and software problems in Windows NT and Novell Netware (RCMP) environments.

Position Overview: Oversees a Novell Netware 5.0 computer network (RCMP) including hardware and software maintenance and upgrades.

Qualifications Required:
- Novell Netware CNA Certification
- Microsoft Windows NT experience
- Post Secondary education in a computer related field
- BC Driver’s License – Class 5
- Must meet RCMP Security/Reliability Clearance requirements.

Experience: Must have a minimum two years previous experience in technical support of personal computers and installation and maintenance of software.

Salary Position is a three year contract. Wages and benefits in accordance with experience.

Closing Date: 10 July 2002 at 4:00 p.m.

Resumés and two contact references to be forwarded to:
Administration Department (RCMP LANS Position Posting)
District of Powell River
6910 Duncan Street
Powell River, B.C. V8A 1V4
(Fax (604) 485-2913)

Further questions on duties and responsibilities can be directed to Ian Kunitski (604) 485-3412, Powell River RCMP Detachment.

LGMA / CI Circular #158.02 June 14
The City of Quesnel has an excellent employment opportunity for a progressive, highly motivated team player for this key management roll in our Corporate Services Department. You will provide leadership in a public service organization that is going through significant change, driven by technology, process changes and expectations of enhanced public and customer services. For job description, visit our web site: (under City Hall, Employment.) [http://www.city.quesnel.bc.ca](http://www.city.quesnel.bc.ca)

As the successful candidate you will be required to have a recognized university degree with acceptable specialization in human resource management, labour or industrial relations, psychology, public or business administration or any other field relevant to the work to be performed, as well as a demonstrated strong interpersonal and communication skills, with five years of supervisory experience promoting a team environment. The incumbent will also possess and demonstrate strong organizational, customer service and computer skills. Preference will be given to candidates with municipal experience and completion of Conflict Resolution Certificate and/or Coaching Program.

**The City of Quesnel offers a competitive and comprehensive compensation package.**

Qualified applicants are invited to submit resumes in confidence, by 4:00 PM, July 14, 2002 to:

Bob Jaskela  
Deputy City Manager  
410 Kinchant Street  
Quesnel, B.C.  V2J 7J5  
Telephone: 250-992-2111  
Fax:  250-992-2206  
Email: [bjaskela@city.quesnel.bc.ca](mailto:bjaskela@city.quesnel.bc.ca)
The City of Fort St. John invites applications from qualified individuals for the position of:

**Superintendent: Water & Sewer**

The Superintendent: Water & Sewer is responsible for organizing, planning, scheduling and implementing budgeted maintenance, operation and/or construction programs within the Water & Sewer Division of the Public Works Department. Reporting to the Director of Public Works & Utilities the Superintendent selects and hires, supervises, trains, evaluates and directs employees in the day to day operation, installation, maintenance and repair of City water treatment, sewer treatment, water distribution, sewer and storm water collection systems and other infrastructures.

Qualified applicants will have five years municipal experience at a supervisory level in the operation and maintenance of municipal water and sewer utilities, including treatment plants; a valid class 5 BC Drivers Licence; Valid BC Water & Wastewater Operators Certification for Level 3 Water Treatment, Level 2 Water Distribution, Level 2 Waste Water Collection and Level 1 Waste Water Treatment; and a high school diploma. Strong management, motivational and interpersonal communication skills coupled with excellent administrative and organizational skills are necessary.

If you are interested in this challenging career opportunity, submit your resume in confidence prior to 4:00 pm July 5, 2002 to:

Manager of Human Resources  
City of Fort St. John  
10631-100 Street  
Fort St. John, BC V1J 3Z5  
FAX: 250-787-8181  
email: gfika@pris.bc.ca

For more information about the City of Fort St. John and to view a copy of the job description, visit our website at: [www.cityfsj.com](http://www.cityfsj.com)

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

LGMA / CI Circular #160.02 June 14