District of North Saanich

ADMINISTRATIVE ASSISTANT
PLANNING & COMMUNITY SERVICES

$29.00 - $30.76 per hour (2021 rates)

Applications are invited for the full-time position of Administrative Assistant in the Planning & Community Services Department for the District of North Saanich. Working in the Planning & Community Services Department, the Administrative Assistant is the primary public contact for inquiries relating to development, building inspection and planning, and is responsible for departmental administration with a focus on development applications and Planning processes, including providing clerical support to the team. Secondary function is to provide administrative support to other departments as required.

Applicants must have high school graduation, supplemented by courses in office administration and three (3) years’ experience, preferably within a building inspection, development, or planning department of a local government.

This position is a Union position and is subject to the terms and conditions in the collective agreement between the District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity is available on the Districts website at https://www.northsaanich.ca.

Applications must be submitted before 4:00 p.m. on Monday, June 21, 2021 to:

Rachel Dumas, Director of Corporate Services
District of North Saanich
1620 Mills Road
North Saanich, B.C. V8L 5S9

careers@northsaanich.ca

https://www.northsaanich.ca
DISTRICT OF NORTH SAANICH

Section Name: PLANNING & COMMUNITY SERVICES

Position Title: ADMINISTRATIVE ASSISTANT - PLANNING & COMMUNITY SERVICES

Effective Date: June 2021
Reports to: Director of Planning and Community Services
Positions Supervised: n/a

POSITION SUMMARY

Functions as primary public contact for inquiries relating to development, building inspection and planning, and is responsible for departmental administration with a focus on development applications and Planning processes, including providing clerical support to the team. Secondary function is to provide administrative support to other departments as required.

KEY JOB DUTIES

This position is responsible for performing diverse, confidential and technical administrative duties to support the Planning and Community Services team.

- Respond to telephone, written and counter inquiries from the public, outside agencies, stakeholders and other departments pertaining to building inspections, planning and development, economic development, and tourism and communicate and explain departmental or municipal policy and procedures.
- Provides backup support to the Administrative Assistant – Planning and Community Services with a focus on building application intake and scheduling of building inspections.
- Reviewing, editing and coordinating corporate reports for Council.
- Coordinate responses to F.O.I. requests as required.
- Maintain Outlook emails, schedule and calendar, arrange meeting
- Conduct research, analysis and investigation of topics as directed by the Director;
- Demonstrate tact and discretion in handling restricted and highly confidential information;
- Maintain effective relationships with the general public, community organizations, Council, staff, government agencies and others.
- Receive and screen planning and building applications for completeness; prepare routine permits.
- Schedule inspections and appointments for professional staff and expedite messages and inquiries to appropriate staff.
- Create a variety of technical and paralegal letters, memos, reports, and forms from various sources, including confidential correspondence; update and maintain various records, filing systems, and statistical data; log and distribute departmental mail and draft routine correspondence.
- Create and maintain database information on various planning, development, and building activities.
- Maintain records, track reports and bylaw amendments to maintain pertinent bylaws and ensure amendments are distributed accordingly.
- Ordering office supplies, organizing printing projects, leave and attendance records, and processing work orders in accordance with policy.
- Submit land title registrations to Land Title and Survey Authority (LTSA).
- Prepares routine correspondence, newspaper advertisements and statutory notices related to Development Applications.
- Prepares and distributes meeting agendas, minutes and coordinates scheduling as required.
- Distributes and updates copies of reports, policies, correspondence or other information.
- Creates files including paper and digital for new development applications and updates files accordingly.
- Creates public hearing binders for rezoning applications.
- Operate standard office equipment such as computer, photocopier, and fax machine.

QUALIFICATIONS

Education:
- High School graduation, supplemented by courses in office administration.

Experience:
- 3 years of related experience, preferably within a building inspection, development, or planning department of a local government or an equivalent combination of education, training and experience will be considered.

INDEPENDENCE

- Work is carried out independently in accordance with established guidelines and policies.

Physical Effort
- Move from desk to counter (frequent).
- Retrieve paper files from file room (frequent).
- Move from desk to photocopy room (frequent).

Mental Effort
- Short periods of intense concentration while dealing with frequent telephone, counter and staff interruptions.
- Deal with complaints (periodic).
- Short periods of concentration while completing legal forms, calculating fees and typing and proofreading technical documents.

Visual/ Auditory Effort:
- Focus on source data and computer monitor for short periods; short periods of listening with intense concentration to questions at the front counter and on telephone (continuous).
Work Environment:
- Office

KNOWLEDGE, SKILLS, AND ABILITIES
- Ability to establish and maintain effective internal and external relations;
- Ability to communicate effectively with the public, colleagues, and management and to resolve and respond to complaints and issue;
- Ability to develop and maintain effective workplace relationships
- Ability to type and proofread technical and paralegal documents, forms, and reports.
- Ability to communicate effectively verbally and in writing for corporate records and to maintain accurate technical records.
- Ability to organize and prioritize work and maintain accurate records.
- Ability to operate computer and standard office equipment; proficiency with a variety of computer software including Microsoft Office (Word, Excel, Outlook and PowerPoint), electronic document management systems, and GIS software.
- Ability to work under pressure and balance competing priorities and workload.
- Strong analytical and problem solving skills;
- Demonstrated experience with diplomacy, privacy, and maintaining confidentiality;
- Familiarity with digital document management, document library services, imaging technology (scanning).
- Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.
- Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.
- Respect – we value people and treat everyone with dignity and fairness.
- Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.
- Passion – we approach our work with conviction and enthusiasm.
- Knowledge of office administration, records management, and filing.
- Knowledge of development, building, and planning functions.
- Knowledge of tendering and contract preparation preferred.
- Positive attitude.
- Knowledge of the building inspection functions preferred.
- Demonstrated ability to exercise initiative within defined guidelines.

JOB PROVISOS
- May be required to perform other related duties where qualified.