



## District of North Saanich

### ADMINISTRATIVE ASSISTANT

### PLANNING & COMMUNITY SERVICES (12 Month Term)

\$28.43 - \$30.16 per hour

The District of North Saanich invites applications for the full-time position of Administrative Assistant in the Planning & Community Services Department for a twelve month term. Working in the Planning & Community Services Department, the Administrative Assistant provides a wide variety of secretarial and clerical support at a senior level to the Director.

Applicants must have high school graduation, supplemented by courses in office administration and five years' experience in a local government setting at a senior secretarial level.

This position is a Union position and is subject to the terms and conditions in the collective agreement between District of North Saanich and the Canadian Union of Public Employees Local 374. More information on this opportunity, including a complete job description, is available for review in the Employment section of the North Saanich website [northsaanich.ca](http://northsaanich.ca) or email [careers@northsaanich.ca](mailto:careers@northsaanich.ca)

Applications may be submitted by e-mail or mail before **4:00 p.m. on Friday, January 24, 2020** to:

Curt Kingsley, Director of Corporate Services  
District of North Saanich  
1620 Mills Road  
North Saanich, B.C. V8L 5S9  
[careers@northsaanich.ca](mailto:careers@northsaanich.ca)

The District of North Saanich thanks all applicants however only those chosen for an interview will be contacted.

January 2, 2020



# DISTRICT OF NORTH SAANICH

**Section Name: PLANNING AND COMMUNITY SERVICES**

**Position Title: ADMINISTRATIVE ASSISTANT**

**Effective Date:** April 2011

**Reports to:** Director of Planning and Community Services

**Positions Supervised:** n/a

## **Definition (Position Summary)**

Under the general direction of the Director of Planning and Community Services, this secretarial position provides a wide variety of secretarial and clerical support at a senior level to the Director. The incumbent is required to exercise some independent judgment and action within limits of established procedures.

## **Key Job Duties**

- Provides administrative support services to the Planning and Community Services and Corporate Services departments (75% Planning and Community Services, 25% Corporate Services).
- Assists in the co-ordination, when required, of front counter service for the Planning & Community Services and Infrastructure Services department Clerks. Provides clerical support services in the absence of the departmental clerical staff.
- Assists with the co-ordination of the cross training of the clerical support positions within the Planning & Community Services and Infrastructure Services departments when required.
- Researches data for reports and independently composes routine correspondence. Composes non-routine correspondence, such as referral letters, under the general direction of the Director.
- Ensures that copies of the Council resolutions and readings of bylaws pertaining to development applications are placed in the project files.
- Maintains all files, records, documents, reports and libraries for the Planning & Community Services Department including the maintenance and the preparation of development applications.
- Assists with the preparation of public hearing information packages for Corporate Services when required.

- Maintains and monitors a list of bring-forward items for the Department including the status of all outstanding development applications and outstanding Letters of Credit, deposits and bonds.
- Performs the recording secretarial duties for the Parks Advisory Commission, Heritage Advisory Commission, the Board of Variance, and the Tree and Hedgerow Committee, and other Committees as assigned.
- Provides information and assistance to internal and external contacts in response to inquiries regarding the status of applications and projects.
- Provides the Director of Planning & Community Services with a weekly status update on all development applications.
- Assists with the establishment of systems and procedures to meet the operating needs of the Planning & Community Services Department and maintains written procedures for clerical functions.
- Carries out such additional duties and exercises additional responsibilities as may be assigned from time to time.

### **Qualifications**

#### Education:

- High School Graduation, supplemented by courses in office administration subjects.

#### Experience:

- 5 years of experience in a local government setting at a senior secretarial level.

### **SKILLS**

- Ability to communicate effectively, both orally and in writing, and to deal with routine and non-routine correspondence.
- Ability to assist Department Heads in the research and collating of information which may be required for various projects.
- Thorough knowledge of municipal functions, procedures and computer programs.
- Ability to deal effectively and tactfully with the public to promote a positive and enhanced customer-service oriented environment.
- Demonstrated ability to record and transcribe minutes.

### **Job Provisos**

- May be required to perform additional duties as assigned by supervisor.
- May be required to provide coverage for Infrastructure Services administrative assistant staff in their absence.