



## **Administrative Assistant – Infrastructure Services**

\$32.35 – 34.29 per hour (2024 rates)

Are you someone who provides excellent customer service, and is continuously looking for ways to improve a process or learn something new? If this resembles you, we invite you to apply for the full-time position of Administrative Assistant – Infrastructure Services for the District of North Saanich!

As a member of the Infrastructure Services Department, you will be working within a team of individuals with diverse personalities and skillsets who foster a collaborative and supportive work environment. As the Administrative Assistant, you will be the primary contact to respond to telephone and other enquires from municipal staff, as well as various outside organizations and the public. The Administrative Assistant manages the daily operational administrative functions for the Infrastructure Services department.

**If you have the following qualifications, we would like to hear from you!**

Applicants must have a high school graduation, supplemented by courses in office administration and three (3) years' experience, preferably within a local government environment.

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 [www.northsaanich.ca](http://www.northsaanich.ca).

If you are looking for a collaborative and support work culture, we invite you to submit your cover letter and resume quoting competition number 24-01, on or before **4:00 PM Wednesday, January 24, 2024**, to:

Rachel Dumas, 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 selected for an interview will be contacted.*



## DISTRICT OF NORTH SAANICH

**Department:** INFRASTRUCTURE SERVICES

**Position Title:** Administrative Assistant – Infrastructure Services

**Effective Date:** February 2014

**Revised Date:** December 2023

**Reports to:** Director of Infrastructure Services

**Positions Supervised:** N/A

### **Position Summary:**

Functions as primary public contact for enquiries relating to infrastructure services and is responsible for departmental administration with a focus on all infrastructure service requests and process for both the engineering and public works teams. Secondary function is to provide administrative support to other departments such as planning, finance and corporate services.

### **Key Responsibilities:**

This position is responsible for performing diverse, confidential, and technical administrative duties to support the Infrastructure Services engineering and public works team.

- Respond to in-person, telephone, and other enquiries from the public, and third-party agencies regarding municipal operations and service requests; handle routine and priority calls by providing assistance on procedures or referring to appropriate staff and general administrative duties as required.
- Coordinate the application and renewal process for municipal permits, licences, and services; arrange for work orders and invoicing when required; monitor outstanding applications for follow-up; conduct land title and company ownership searches and register documents as requested; liaise with approval agencies; compile scheduled statistical reports and summaries for internal use and for outside agencies.
- Assist with the preparation and circulation of notifications and information regarding municipal and community events, public works maintenance, repairs, projects, and unscheduled activities.
- Perform administrative and clerical support for assigned work areas.
- Assist in scheduling field appointments for inspectors and field staff in assigned work area; arrange facilities for departmental meetings; may be requested to schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors.
- Perform recording secretary duties for assigned departmental and staff committees, prepare agendas and schedules for meetings; record, compile, transcribe and distribute meeting minutes.

- Maintain departmental electronic and hard copy filing systems, databases, records, and reports.
- Update various information systems and databases (e.g., Permits and Licences, Infrastructure, Tangible Capital Assets, Work Orders), maintain various departmental equipment inventories and maintenance records.
- Order and maintain office supply inventories, arrange for maintenance of office equipment, receive and process deliveries, maintain various departmental inventories and maintenance records as required; compile tender packages as directed and request quotes according to purchasing policy, issue purchase orders.

## **Qualifications**

### **Education:**

- High School Graduation, supplemented by courses in office administration or Local Government Administration.

### **Experience:**

- 3 years of related office and customer service experience, or an equivalent combination of education, training, and experience preferably in a Local Government environment.

## **Knowledge, Skills, and Abilities**

- Ability to communicate effectively with the public, colleagues, and management and to resolve and respond to complaints and issues.
- Ability to develop and maintain effective workplace relationships.
- Demonstrate experience with diplomacy, privacy and maintaining confidentiality.
- Ability to work independently, plan and prioritize unscheduled work to meet deadlines.
- Working level computer skills including the use of current office software and other local government and financial systems.
- Skill, ability, knowledge of all functions detailed in the job description.

## **Job Provisos**

- May be required to perform additional duties as assigned by supervisor.