



District of Taylor Employment Opportunity

Operations Administrative Assistant – District Office (Full Time Permanent Position)

Are you a self-starter who likes the challenge of a diverse workload? Do you understand the importance of working as a strong team member? Do you have experience in a Government, industry or land/surveying business setting, excellent customer services skills and a professional demeanor? The District of Taylor is accepting applications from individuals who can provide exceptional service and have a desire to grow within our organization.

Reporting to the Fire Chief, the Operations Administrative Assistant is responsible for acting as the liaison between the Operations Departments and Municipal clients. Duties include providing administrative support to the Public Works, Building, Fire and Bylaw Departments. The position also provides occasional relief for front office and reception staff. The complete job description is available on the District's website at www.districtoftaylor.com.

The successful applicant for this professional office will have strong interpersonal, customer service, written and organizational skills, the ability to work with a diverse group of people, adapt to varying workloads including working on multiple projects at one time, and be highly proficient in MS Word and Excel.

The position is full time at 35 hours per week, generally from 8:30 a.m. – 4:30 p.m. including a one hour lunch during a Monday to Friday work week. Compensation range is \$25.00 - \$27.00 per hour to start and supplemented with an exceptional benefit package. Compensation will be based on a combination of the successful applicant's education and experience. The incumbent will also be expected to sign a confidentiality agreement and provide a clean criminal record check.

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until Friday, November 30, 2018 at 4:00 p.m. local time.

Please address your application to:

Lisa Ford
Executive Assistant
Box 300
Taylor, BC V0C 2K0

Email: lford@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



October 2018

**District of Taylor
Job Description
Department: Operations**

Operations Administrative Assistant

Classification: Clerical Office Staff

Position Summary: Working from the Taylor Municipal Hall, the Operations Administrative Assistant is responsible for acting as the liaison between the Operational Departments to municipal clients. Duties include providing administrative support to the operational departments, which include Building, Bylaw, Fire, and Public Works. The position also provides occasional relief for front office and reception staff.

RELATIONSHIPS

Reports To: Fire Chief

Positions Supervised: N/A

RESPONSIBILITIES

Core Duties:

- Liaison with clients, stakeholders and residents. Responsible for building a good relationship and maintaining a high level of service;
- Answers routine questions or directs inquiries to appropriate department managers;
- Deals with the public's concerns and inquiries, including the logging and follow-up of complaints;
- Administers dog licensing registration and SPCA contract;
- Take minutes of meetings, provide them for signature in a predetermined format, and maintain and coordinate the actionable items arising;
- Data entry including, fire training records and other fire related information, building permits and statistics, field notes and inspections, vehicle/fleet records, etc.;
- Filing system maintenance - both paper and electronic;
- Research and compile information for correspondence and reports;
- Assist with the preparation of tenders, request for proposals and contracts;
- Posting of tenders and notices on the District's website and BC Bid as appropriate;
- Follow up on contract compliance with terms. (i.e. receipt of security deposits, liability insurance, WCB, etc.);
- Monitor contract payments;
- Preparation of department specific accounts payable and receivables vouchers;
- Coordinate mapping updates and changes with contractor;
- Assist in the preparation of work schedules, scheduling of field inspections, and the scheduling of other meetings;

- Prepares brochures, schedules and advertisements for media distribution;
- Maintains licenses, memberships and subscriptions with various government and private organizations;
- Organizes departmental functions;
- Maintain cemetery records and assist clients with related matters;
- Provides administrative support to the Taylor Industrial Mutual Aid Group (TIMAG);
- Assists with the maintenance of the District's Emergency Program;
- Performs all other reasonable duties as assigned.

QUALIFICATIONS

Specialized Skills/Knowledge:

- Strong interpersonal, written and organizational skills
- Strong customer service skills
- Very proficient with Microsoft Office Suite Word & Excel. Working knowledge of MS Publisher is an asset
- Ability to work with a diverse group of people
- Ability to maintain confidentiality at all times
- Basic Accounting experience (Accounts Payable & Accounts Receivable)
- Ability to adapt to varying workloads, including multiple projects at one time
- Ability to operate a variety of office equipment
- Preferred knowledge of BC procurement legislation/requirements
- Preferred knowledge of BC Assessment, BC Bid, Integrated Cadastral Information Society (ICIS)

Education

- High School Diploma
- Post-secondary education in Business or Office Administration is preferred

Experience

- Minimum three years' experience in a Government, industry or land/surveying business setting is preferred.