



JOB POSTING

Administrative Assistant – Development Services

COMPETITION NO: 2017-013
TERMS: Permanent Full-Time
HOURS OF WORK: 35 Hours per Week
APPLICATION DEADLINE: 4:00 p.m., March 10, 2017

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

The Role:

Reporting to the Director of Development Services, the **Administrative Assistant** provides proficient administrative support to Planning and Building Services within the department. This position also provides routine information to applicants, the public, elected officials, and other levels of government regarding current projects, applications, bylaws and related matters. Primary duties include:

- processing of applications with local government customized software programs
- processing and coordinating agendas and meetings of advisory commissions
- relief for and support of the Building Services Administrative Assistant
- responding to and preparation of information/file requests
- relief and support for the main receptionist
- processing of applications, development/ building permits, public/legal notices and mail outs
- other duties include drafting correspondence and the ability to take and transcribe minutes.

Our Ideal Candidate:

The successful candidate will have a certificate in business administration and a minimum of two years' experience, or an equivalent combination of education and relevant experience. Candidates with local government experience, in particular supporting development or building permit services will be given preference. The successful candidate must possess excellent communication and writing skills, together with a thorough knowledge of general office procedures, including proficiency with MS Office and general office equipment. The ability to work under limited supervision and manage multiple overlapping priorities or deadlines are essential.

The position is subject to the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The bi-weekly salary for this position is \$1,648.28 to \$1,899.89

Please email your application to humanresources@tnrd.ca by
4:00 p.m. on March 10, 2017 quoting Competition No. 2017-013.

Applications **must be sent in PDF format and include a cover letter and a resume** outlining your qualifications and experience.

Working together, we provide exceptional public service in a supportive, flexible environment
Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.